

### Application for Adding / Dropping of Course(s)

(Please read the guidelines overleaf before completing this form.)

**Application Period: 23 – 27 May 2022 (9:00 am – 7:00 pm)**

#### Student Particulars

Student Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
 (in BLOCK LETTER)

Student No: 

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 Phone/Mobile No.: \_\_\_\_\_

Programme Name: \_\_\_\_\_

Programme Code: \_\_\_\_\_ Year: \_\_\_\_\_ Class: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Study Mode:  Full-time mode/  Part-time mode  
 (  Please “√” the appropriate box.)

#### Application Details

Number of credits registered for this academic year **before** this application: \_\_\_\_\_

Course(s) Intended to <b>ADD</b>									
Semester Offered (1 <sup>st</sup> / 2 <sup>nd</sup> / Summer)	Course Code	Course Title	Section	No. of Credits	# Pre-requisite	Retake (Yes / No)	Approval of Lecturer Concerned		Date
							Name	Initial	

Note: # Put ‘Y’ in the box if you have passed the pre-requisite of this course or put ‘N’ in the box if you have not passed the pre-requisite of this course. Put “Nil” in the box if there is no pre-requisite for this course.

Course(s) Intended to <b>DROP</b>									
Semester Offered (1 <sup>st</sup> / 2 <sup>nd</sup> / Summer)	Course Code	Course Title	Section	No. of Credits	Retake (Yes / No)	Approval of Lecturer Concerned		Date	
						Name	Initial		

Number of credits registered for this academic year **after** this application<sup>△</sup>: \_\_\_\_\_

Students can check out the normal study load and credit requirement of their study programmes via the Student Handbook which are retrievable from student intranet.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Office Use Only**

	By	On		By	On
Form received			Computer record updated		
Tuition fee by credit collected (if applicable) \$1,500 x ___ credits			Student File		

**Guidelines on Application for Adding / Dropping of Course(s)**

- Students who wish to add / drop courses should complete the application form REG-S06 downloaded from the following location or obtainable from the Registry Counter (2/F Student Services Centre at CIHE Building).  
**Student Portal – Registry** <http://studentportal.cihe.edu.hk> under “Forms”
- The completed application form should be returned to the **Registry Counter** (2/F Student Services Centre at CIHE Building) or **by email** ([registry@cihe.edu.hk](mailto:registry@cihe.edu.hk)) within the prescribed period set out in the Academic Calendar. If a student fails to do so, he/she will be charged an administration fee of HK\$120 for each late application, to cover the additional cost incurred by the Institute in handling the case. The Registrar has the discretion whether or not to grant permission for the late application.
- The submitted student application is subject to approval of Dean of School / Head of Department / Programme Leader / lecturer concerned.
- Students should check their updated course enrolment in the **Student Portal – Registry** <http://studentportal.cihe.edu.hk> under the “Course Enrolment” starting from the 4th teaching week.
- A student who adds a course without going through the prescribed procedures will not be given a grade for the course.
- A student is not allowed to drop a course once approval is obtained for adding the course.
- Personal data provided in this form will be treated in strict confidence, and will be used by the Institute / College for checking of records only.