

Application for Change of Class / Section

(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) _____ Student No.:

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(in BLOCK LETTER)

Contact No. (Phone / Mobile No.): _____

Programme Name: _____ Programme Code: _____

Academic Year: _____ Year of Study: _____ Section: _____ Study Mode: Full-time mode / Part-time mode / Continuing student

Application Details

Nature of Change (See Note 1)

i. Change of Class

From Class	To Class	Reason(s) for the Change (See Note 2)	Endorsed by Dean of School / Head of Department / Programme Leader	Date

ii. Change of Section of a Particular Course

Course Code	Course Title	Semester(s) in which You Attend the Course(s)	Retake? (Yes / No)	From		Endorsed by Teacher Concerned		Date	To		Endorsed by Teacher Concerned		Date	Reason(s) for the Change (See Note 2)
				Section	Week & Time (e.g. Tue, 2-4 pm)	Name	Initial		Section	Week & Time (e.g. Fri, 1-3 pm)	Name	Initial		
		*1st / 2nd / Summer												<input type="checkbox"/> Time clash with another course (course code _____) <input type="checkbox"/> #Others (please specify) _____
		*1st / 2nd / Summer												<input type="checkbox"/> Time clash with another course (course code _____) <input type="checkbox"/> #Others (please specify) _____

Signature of Student

Date

* Please circle wherever appropriate.

Please provide documentary evidence wherever appropriate. Please attach a separate sheet if necessary.

Office Use Only

	By	On		By		On			By	On
Form received			Computer & file record updated	computer	file			Student notified		

Guidelines on Application for Change of Class / Section

1. A student who wishes to apply for change of class (e.g. from SW 2L to SW 2M) or change the section of the same course (e.g. from section A to section B of GE102 Ethics and Moral Issues) should complete the application form REG-S07 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”

2. Under normal circumstances, students are **not** allowed to change their classes / sections. Special consideration will only be given to those applications with genuine reasons such as time clash with a retake course. Applicants which are based on **personal reasons** will **not** be **accepted**.
3. The student is required to obtain the endorsement of the Dean of School / Head of Department / Programme Leader / teacher(s) concerned prior to submission of the form to the Registry.
4. The completed application form should be returned the **Registry Counter** (2/F Student Services Centre at CIHE Building) or **by email** (registry@cihe.edu.hk).
5. All applications must be made within the prescribed period set out in the Academic Calendar.
6. A student who changes a class / section without going through the prescribed procedures as stipulated in the Student Handbook will not be given a grade or credits for the course. Please refer to the Academic Regulations governing Changing Class / Course Sections for details.
7. 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.
8. 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.