Caritas Bianchi College of Careers
明愛白英奇專業學校

Caritas Institute of Higher Education
明愛專上學院

Important Notice

Ref : RG/16/DH/331
To : All Students
From : Registry
Date : 6 October 2016
Re : Online Viewing of Course Enrolment in 2016-17

(Circulation by student intranet, Institute/College email account and Registry notice boards)

The course enrolment of 1st Semester 2016-17 (after course add-drop exercise as well as changing of class/section) has been processed. All registered students should view and check their latest course enrolment details for the academic year 2016-17 on the web through the following STUDENT INTRANET: **http://booking.cihe.edu.hk.** which show the courses for examination / assessment in 2016-17. Please note clearly that student course enrolment is displayed at STUDENT INTRANET and not at Moodle.

You are required to **check the accuracy of your personal particulars** (i.e. your name, address and telephone no. etc.) and **course enrolment details** (i.e. course code, course title, section no. and semester offered, etc) listed therein. Please ensure that your name is exactly identical to that of your HKID Card/Passport. Based on the records at STUDENT INTRANET, the Registry will prepare Examination/Assessments, Academic Transcript and Certificate of Graduation for you and send you Institute/College correspondences. If there are any discrepancies, please submit the printed page with changes marked in RED to the Registry Counter on 2/F at Tseung Kwan O Campus for updating **by 14 October 2016 (Friday).**

Wishing you every success in your studies.

Caritas Bianchi College of Careers 明愛白英奇專業學校 Registry 註冊處

Caritas Institute of Higher Education Registry 註冊處 明愛專上學院

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Tips for log-in (IT Services Centre Helpdesk and hotline, Room 810 / 3653 6653)

(1) User Name: a small letter 's' + full Student ID (e.g. s1234567)

(2) Password: *for students who are admitted in 2014-15 and after:*
- the first five characters of your HKID number (e.g. Z4321) + date of birth (e.g. 09) + # ; **OR**
- your login password for CIHE Windows system

for students who are admitted before 2014-15:
- the first five characters of your HKID number (e.g. Z4321); **OR**
- your login password for CIHE Windows system

Enquiry to Registry: registry@cihe.edu.hk, 3653 6613 (CIHE), 3653 6612 (CBCC)