

Applications for Course Exemption, Adding / Dropping Courses and Change of Class / Section in 2019-20

(Circulation by Student Portal and Registry notice boards)

Please be informed that the application period of the captioned is as follows:

9 – 20 September 2019

1. Application forms are obtainable from the **Registry Counter (2/F Student Services Centre at CIHE Building)** and can be downloaded from the following location:

Student Portal - <http://studentportal.cihe.edu.hk>

Click the following items after login:

(1) “Registry”, (2) “Registry Services”, and then (3) “Forms”

Please submit the duly completed application forms and the supporting documents, where appropriate, within the above-mentioned period.

2. For adding / dropping the following **elective courses**, please go to the **OASISS website** <http://oasiss.cihe.edu.hk/index.php> for application:

- **General Education Elective Courses**
- **Diploma in General Studies Elective Courses**
- **Core Electives from Bachelor of Arts (Honours) in Language and Liberal Studies**

3. For adding / dropping the **programme/stream elective courses** of the following programme, please go to the **MOODLE website** <https://moodle.cihe.edu.hk> for application:

- **Bachelor of Social Sciences (Honours) Programme**

4. Students who fail to submit applications within the above-mentioned period will be charged an **administration fee of HK\$120** for each late application. The Registrar has the discretion whether or not to grant permission for the late application and only under exceptional circumstances will the late applications be considered.

Thank you for your kind attention.



Caritas Bianchi College of Careers



Caritas Institute of Higher Education

6 September 2019