明愛專上學院
Caritas Institute of Higher Education

Arrangement for Registration, 2016-17

All students should complete the registration procedures which will take place in the **Tseung Kwan O Campus (18 Chui Ling Road, Tseung Kwan O, New Territories)** according to the schedule below.

Registration Date	Time	Programme
5 September 2016 (Monday)	**9:30am**	- Bachelor of Arts (Honours) in Language and Liberal Studies (Years 3 & 4) - Bachelor of Business Administration (Honours) (Year 3 & 4) - Bachelor of Social Sciences (Honours) (Years 3 & 4)
		- Higher Diploma in Corporate Management (Year 2) - Higher Diploma in Human Services (Year 2) - Higher Diploma in Social Work (Year 2)
	2:00pm	- Registration for *Continuing Students / # Maintenance Students (Full-time mode)
6 September 2016 (Tuesday)	**9:30am**	- Bachelor of Arts (Honours) in Language and Liberal Studies (Years 1 & 2) - Bachelor of Business Administration (Honours) (Years 1 & 2) - Bachelor of Nursing (Honours) (Year 1) - Bachelor of Sciences (Honours) in Digital Entertainment (Years 1, 2 & 3) - Bachelor of Social Sciences (Honours) (Years 1 & 2)
		- Higher Diploma in Accounting Studies (Year 1) - Higher Diploma in Computing Studies (Year 1) - Higher Diploma in Corporate Management (Year 1) - Higher Diploma in Human Services (Year 1) - Higher Diploma in Social Work (Year 1) - Higher Diploma in Translation and Interpreting (Year 1) ***Online GE Elective Registration - 1*** ***Degree programmes (Full-time mode)*** - Year 2 to 4: 15:00-23:00 - Year 1: 16:00-24:00
	7:00pm	Higher Diploma in Social Work (Part-time mode) (Year 1)

* Students who are at the final stage of their study and enroll courses below the minimum study load in order to facilitate their graduation requirement.

\# Students who are at the final stage of their study and do not enroll courses but only take part in reassessment in this academic year.

Registration Date	Time	Programme
7 September 2016 (Wednesday)	**9:30am**	- Bachelor of Nursing (Honours) (Year 2) - Diploma in General Studies (Full-time mode) ***Online GE Elective Registration - 2*** ***Sub-degree programmes (Full-time mode):*** *9:00-17:00* ***Online DGS Elective Registration - 3*** ***DGS (Full-time mode):*** *15:00-23:00*
	7:00pm	- Higher Diploma in Social Work (Part-time Mode) (Year 2) - Diploma in General Studies (Part-time Mode) - Registration for *Continuing Students / # Maintenance Students (Part-time Mode)
8 September 2016 (Thursday)	**9:30am**	- Bachelor of Nursing (Honours) (Year 3)
	5:00pm	***Online GE Elective Registration - 4*** ***Sub-degree programmes (Part-time mode):*** *17:00-24:00* ***Online DGS Elective Registration - 5*** ***DGS (Part-time mode):*** *17:00-24:00*
	7:00pm	- Higher Diploma in Social Work (Part-time Mode) (Year 3)

* Students who are at the final stage of their study and enroll courses below the minimum study load in order to facilitate their graduation requirement.

\# Students who are at the final stage of their study and do not enroll courses but only take part in reassessment in this academic year.

Please note the following:

1. **All students are required to attend registration according to schedule.** It is students' responsibility to making informed course enrollment decisions and for knowledge of the policies and procedures of the Institute before class commencement.

2. In the event that students cannot attend the scheduled registration conducted in the designated timeslot, they are required to write to registry@cihe.edu.hk to apply for late registration with supportive documents. All approved late registrations are subject to a

late fee of HK$500. The late registration will be held on Monday 12 September 2016, at 3:30 pm at the 2/F Registry counter. Students who have the special need to attend this late registration session will have to complete the said procedures before meeting with their respective programme leaders to confirm their enrolment.

3. If you do not take care of your student registration on time, you will not be permitted to join or continue on your study programme. It is essential that you read all the correspondence you receive about student registration, follow the instructions and stick to the deadlines.

Registration Procedures

a. Information about **online GE registration** are available at the
   i. Institute's website http://www.cihe.edu.hk **starting from 31 August 2016** and
   ii. notice board at 2/F Lift Lobby, TKO campus on the registration date.

b. New Students should bring the following for registration:
   i. HKID card
   ii. Copy of payment receipt
   iii. Offer for Admission (2016-17)
   iv. One recent passport-sized colour photo with English and Chinese name, HKID no. and the programme enrolled written at the back for production of Student ID card (if it has not been submitted to the Registry)
   v. Original of academic document (if it has not been submitted to the Registry)
   vi. Acceptance of Offer (if it has not been submitted to the Registry)

Class Commencement

The academic year 2016-17 will commence on **12 September 2016 (Monday)**. Timetables will be distributed during registration.

New Student Orientation Assembly

The Orientation Assembly for New Students will be held on **12 September 2016 (Monday) at 2:30pm** in the Sports Centre. All new students are required to attend the Assembly. Details will be announced by the Student Affairs Office later.

If you have any enquires on the above arrangements, please contact Registry at 3653 6600 or via registry@cihe.edu.hk.

Note: In the event of bad weather, the registration activities of a particular day may need to be re-scheduled. Under these circumstances, please refer to the Institute's website for updated information.