

Arrangement for Registration, 2021-22

All students should complete the registration procedures which will be conducted online according to the date and time of the study programme as scheduled below. Students are required to attend zoom briefing and perform online course enrolment in respective sessions (shaded in colour). The zoom link and ID will be sent out in due course.

Registration Date	Time	Programme
6 September 2021 (Monday)	9:30 am	<ul style="list-style-type: none"> - Bachelor of Arts (Honours) in Language and Liberal Studies (Years 3 & 4) - Bachelor of Arts (Honours) in Translation Technology (Years 3 & 4) - Bachelor of Business Administration (Honours) (Years 3 & 4) - Bachelor of Sciences (Honours) in Digital Entertainment Technology (Years 3 & 4) - Bachelor of Science (Honours) in Artificial Intelligence (Year 3 & 4) - Bachelor of Nursing (Honours) (Years 3 & 5) - Bachelor of Social Sciences (Honours) (Years 3 & 4) - Bachelor of Education (Honours) in Early Childhood Education (Years 3 & 4) <hr/> <ul style="list-style-type: none"> - Higher Diploma in Social Work (Year 2) - Higher Diploma in Early Childhood Education (Year 2)
	2:00 pm (24 -hour basis)	Degree Y3-Y5 students and HD Year 2 programmes Online Course Enrolment /course retake (The online enrolment user guides can be downloaded under student portal on 3 September 2021) [For returning students including *Continuing Students / #Maintenance Students (FT programmes)]
	4:00–5:30 pm	Online GE Briefing and Consultation (ZOOM) for Degree and sub-degree students (Full time) - session 1
	7:00 pm	<ul style="list-style-type: none"> - Bachelor of Health Sciences (Honours) (Years 2 & 3) - Bachelor of Business Administration (Honours) (part-time) (Years 2, 3 & 5) - Bachelor of Education (Honours) in Early Childhood Education-Top up (Year 2)
	9:00 pm (24-hour basis)	Part-time Degree (BHS/BBAPT/BEdeCEPT) students (including Registration for *Continuing Students / #Maintenance Students) - Online Course Enrolment /course retake (The online enrolment user guides can be downloaded under student portal on 3 September 2021)

Registration Date	Time	Programme
7 September 2021 (Tuesday)	9:30 am	<ul style="list-style-type: none"> - Bachelor of Arts (Honours) in Language and Liberal Studies (Years 1 & 2) - Bachelor of Education (Honours) in Early Childhood Education (Years 1 & 2) - Bachelor of Arts (Honours) in Translation Technology (Years 1 & 2) - Bachelor of Business Administration (Honours) (Years 1 & 2) - Bachelor of Entrepreneurial Management (Honours) in Design Business (Years 1 & 2) - Bachelor of Sciences (Honours) in Digital Entertainment Technology (Years 1 & 2) - Bachelor of Science (Honours) in Artificial Intelligence (Years 1 & 2) - Bachelor of Nursing (Honours) (Years 1 & 2) - Bachelor of Science (Honours) in Physiotherapy (Years 1 & 2) - Bachelor of Social Sciences (Honours) (Years 1 & 2)
		<ul style="list-style-type: none"> - Higher Diploma in Social Work (Year 1) - Higher Diploma in Early Childhood Education (Year 1) - Higher Diploma in Enrolled Nursing (General) (Year 1)
	11:30am – 12:00 noon	Briefing on Student Affairs Services to new students (Zoom)
	2:00 pm (24 -hour basis)	Degree Y1-2 students and HD Year 1 programmes - Online Course Enrolment /course retake (The online enrolment user guides can be downloaded from student portal on 3 September 2021)
	4:00–5:30 pm	Online GE Briefing and Consultation (ZOOM) for Degree and sub-degree students (Full time) - session 2
	7:00 pm	<ul style="list-style-type: none"> - Bachelor of Health Sciences (Honours) (Year 1) - Bachelor of Social Work (Honours) (Part-time Conversion) (Year 1) - Bachelor of Business Administration (Honours) (part-time) (Years 1 & 4) - Bachelor of Education (Honours) in Early Childhood Education-Top up (Year 1) - Higher Diploma in Social Work (Part-time mode) (Year 1)
	8:30–9:00 pm	Briefing on Student Affairs Services to new students (Zoom)
9:00 pm (24-hour basis)	For Part-time Year 1 students - Online Course Enrolment (The online enrolment user guides can be downloaded under student portal on 3 September 2021)	

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

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

Registration Date	Time	Programme
8 September 2021 (Wednesday)	9:00 am – 6:00 pm	<u>Online GE Elective Registration (Full-time Only) - 1</u> <u>Degree Programmes (Full-time mode)</u>
	7:00pm	- Bachelor of Social Work (Honours) (Part-time Conversion) (Year 2) - Higher Diploma in Social Work (Part-time Mode) (Year 2)
	7:00-8:30 pm	Online GE Briefing and Consultation (ZOOM) for Part-time students - session 3
	9:00 pm (24-hour basis)	Part-time SS Yr 2 students (including Registration for *Continuing Students / #Maintenance Students) - Online Course Enrolment / course retake (The online enrolment user guides can be downloaded under student portal on 3 September 2021)
9 September 2021 (Thursday)	9:00 am – 6:00 pm	<u>Online GE Elective Registration (Full-time Only) - 2</u> <u>Sub-Degree Programmes (Full-time mode)</u>
	7:00 pm	- Bachelor of Social Work (Honours) (Part-time Conversion) (Year 3) - Higher Diploma in Social Work (Part-time Mode) (Year 3)
	7:00–11:59 pm	<u>Online GE Elective Registration - 3</u> <u>Degree Programmes (Part-time mode)</u>
		<u>Online GE Elective Registration - 4</u> <u>Sub-degree Programmes (Part-time mode)</u>
9:00 pm (24-hour basis)	BSWPT Years 3 and HDSWPT Year 3 students (including Registration for *Continuing Students / #Maintenance Students) - Online Course Enrolment / course retake (The online enrolment user guides can be downloaded under student portal on 3 September 2021)	

Please note the following:

- All students are required to attend registration before class commencement.**

It is the students' responsibility to complete course enrollment, confirm the courses to be taken with their respective Programme Leader and perform online course and GE course enrolment. Students are also required to familiar themselves with the policies and procedures of the Institute before class commencement.

2. All students are required to attend registration according to schedule.

If you do not complete your student registration on schedule, you will not be permitted to attend classes or continue with your study programme. It is essential that you read all the notices you received about student registration, follow the instructions and adhere to the deadlines.

3. All new students are required to join ONE of the SAO Zoom briefing sessions:

Study Mode	Date	Time	Zoom ID
Full-Time Students	7 Sep 2021	11:30am – 12:00nn	935 3569 0595 979 3546 9980 (Simulcast)
		5:30pm – 6:00pm	972 4891 9744 923 9768 9333 (Simulcast)
Part-Time Students		8:30 pm – 9:00pm	918 1461 4903 991 9127 6501 (Simulcast)

Information of application to MTR Student Travel Scheme, Financial Assistance, NMTSS, Student Survey and Compulsory WoFoo Caritas Character Building Programme would be included.

Online Enrolment Procedures

- a. Information about the **online course and GE enrolment** are available on Institute's website <http://www.cihe.edu.hk> **starting from 4 September 2021.**

Class Commencement

The academic year 2021-22 will commence on **13 September 2021 (Monday)**. Timetables will be uploaded in student portal in due course.

If you have any enquires on the above arrangements, please contact Registry at 3702 4388 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.