

Arrangement for Registration, 2018-19

All students should complete the registration procedures which will take place in the **CIHE Building (2 Chui Ling Lane, Tseung Kwan O, New Territories)** according to the schedule below.

Registration Date	Time	Programme
3 September 2018 (Monday)	9:30am	<ul style="list-style-type: none"> - Bachelor of Arts (Honours) in Language and Liberal Studies (Years 3 & 4) - Bachelor of Business Administration (Honours) (Years 3 & 4) - Bachelor of Sciences (Honours) in Digital Entertainment (Years 3 & 4) - Bachelor of Nursing (Honours) (Years 4 & 5) - Bachelor of Social Sciences (Honours) (Years 3 & 4)
	2:00pm	- Registration for *Continuing Students / # Maintenance Students (Full-time mode programmes)
4 September 2018 (Tuesday)	9:30am	<ul style="list-style-type: none"> - Bachelor of Arts (Honours) in Language and Liberal Studies (Years 1 & 2) - Bachelor of Business Administration (Honours) (Years 1 & 2) - Bachelor of Sciences (Honours) in Digital Entertainment (Years 1 & 2) - Bachelor of Nursing (Honours) (Year 1) - Bachelor of Social Sciences (Honours) (Years 1 & 2)
	7:00pm	<ul style="list-style-type: none"> - Bachelor of Health Sciences (Honours) (Year 1) - Bachelor of Social Work (Honours) (Part-time Conversion) (Year1) - Higher Diploma in Social Work (Part-time mode) (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

* 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
5 September 2018 (Wednesday)	9:30am	- Bachelor of Nursing (Honours) (Years 2 & 3) <u>Online GE Elective Registration - 2</u> <i>Sub-degree Programmes (Full-time mode): 9:00-17:00</i>
	7:00pm	- Bachelor of Social Work (Honours) (Part-time Conversion) (Year 2) - Higher Diploma in Social Work (Part-time Mode) (Year 2) - Registration for *Continuing Students / # Maintenance Students (Part-time Mode programmes)
6 September 2018 (Thursday)	9:30am	<u>Online GE Elective Registration - 3</u> <i>Sub-degree Programmes (Part-time mode): 17:00-24:00</i> <u>Online GE Elective Registration - 4</u> <i>Degree Programmes (Part-time mode): 17:00-24:00</i>
	7:00pm	- Bachelor of Health Sciences (Honours) (Year 2) - Bachelor of Social Work (Honours) (Part-time Conversion) (Year 3) - 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 before class commencement.**

It is students' responsibility to make course enrollment decisions, to confirm the courses to be taken with their respective programme leader and to perform GE registration. 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 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 2018** and
 - ii. notice board outside Room A208, Student Services Centre, CIHE Building
 - iii. 2/F Lift Lobby, CBCC Building.

- b. New Students should bring the following for registration:
 - i. HKID card
 - ii. Copy of payment receipt
 - iii. Offer for Admission (2018-19)
 - 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 2018-19 will commence on **10 September 2018 (Monday)**. Timetables will be distributed during registration.

New Student Orientation Assembly

The Orientation Assembly for New Students will be held on **10 September 2018 (Monday) at 2:30pm**. 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 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.