



Ref : RG/19/ STD/029

To : All Students

From : Registry

Date : 13 February 2019

Re : Viewing, checking and verification of Course Enrolment in the 2nd Semester
2018-19



Important Notice



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

The course enrolment of the 2nd Semester 2018-19 (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 2018-19 academic year via the **STUDENT INTRANET**: <http://booking.cihe.edu.hk> under “**Viewing of Course Enrolment**” which show the courses for examination / assessment in 2018-19. Please note clearly that student course enrolment is displayed at STUDENT INTRANET and NOT at Moodle.

You are required to

1. **check course enrolment details** (i.e. course code, course title, section no. and semester offered, etc) listed therein. All the courses will be assessed in this semester.
2. **check the accuracy of your personal particulars** (i.e. your name, address and telephone no. etc.). 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 send you Institute/College correspondences.

If there are any discrepancies, please reply us by email (registry@cihe.edu.hk) OR submit the printed page with changes marked in RED to the Registry on the 2/F Student Services Centre at the CIHE Campus for checking and rectification **by 19 February 2019 (Tuesday)**.

If we do not hear from you after the above-mentioned date, your course enrolment and personal particulars are confirmed. No later change in course add/drop will be allowed. Request on remailing of document after mail loss will be not entertained.

Wishing you all the best in your academic endeavours.

+++++

(IT Services Centre Helpdesk and hotline, Room 810 / 3653 6653)

Enquiry to Registry: registry@cihe.edu.hk, 3702 4371 (CIHE), 3702 4377 (CBCC)