

Arrangement for Registration, 2021-22

All students of Associate Degree and Higher Diploma programmes 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 session (shaded in colour). The zoom meeting link and ID will be sent out in due course.

Registration Date	Time	Programme
6 September 2021 (Monday)	2:00 pm	<ul style="list-style-type: none"> - Associate Degree in Business (Year 2) - Higher Diploma in Design (Year 2) - Higher Diploma in Film and Media Production (Year 2) - Higher Diploma in Health Care (Year 2) - Higher Diploma in Hospitality Management (Year 2) - Higher Diploma in Human Services (Year 2) - Higher Diploma in Music Studies (Year 2) - Higher Diploma in Pharmaceutical Dispensing (Year 2)
	4:00 pm (24 -hour basis)	Year 2 students (AD and HD programmes) Online Course Enrolment /course retake (The online enrolment user guides can be downloaded under www.cbcc.edu.hk 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 sub-degree students (Full time) - session 1
7 September 2021 (Tuesday)	2:00 pm	<ul style="list-style-type: none"> - Associate Degree in Business (Year 1) - Higher Diploma in Design (Year 1) - Higher Diploma in Film and Media Production (Year 1) - Higher Diploma in Hospitality Management (Year 1) - Higher Diploma in Human Services (Year 1) - Higher Diploma in Music Studies (Year 1) - Higher Diploma in Pharmaceutical Dispensing (Year 1) - Higher Diploma in Health Care (Year 1) - Diploma in General Studies (Full-time mode)
	4:00 pm (24-hour basis)	Year 1 students (AD and HD programmes) - Online Course Enrolment (The online enrolment user guides can be downloaded from www.cbcc.edu.hk on 3 September 2021)
	4:00 pm (24-hour basis)	<i>Online DGS Elective Registration (Full-time Only)</i> <i>DGS (Full-time mode)</i>
	4:00–5:30 pm	Online GE Briefing and Consultation (ZOOM) for sub-degree students (Full time) - session 2
	5:30–6:00 pm	Briefing on Student Affairs Services to new students (Zoom)

Registration Date	Time	Programme
	4:00 pm (24-hour basis)	<u>Online DGS Elective Registration (Full-time Only)</u> DGS (Full-time mode)
7 September 2021 (Tuesday)	7:00 pm	- Associate Degree in Business (Part-time mode) (Year 1) - Higher Diploma in Pharmaceutical Dispensing (Part-time mode) (Year 1) - Diploma in General Studies (Part-time mode)
	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 www.cbcc.edu.hk on 3 September 2021)
	9:00 pm (24-hour basis)	<u>Online DGS Part-time Elective Registration</u> DGS (Part-time mode)
8 September 2021 (Wednesday)	7:00– 8:00 pm	- Higher Diploma in Pharmaceutical Dispensing (Part-time mode) (Years 2 & 3)
	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 HDPD students (including Registration for *Continuing Students / #Maintenance Students) - Online Course Enrolment and retake courses (The online enrolment user guides can be downloaded under www.cbcc.edu.hk on 3 September 2021)
9 September 2021 (Thursday)	9:00 am -6:00 pm	<u>Online GE Elective Registration (Full-time Only) - 2</u> Sub-Degree Programmes (Full-time mode)
	6:30 pm	- Professional Diploma in Property Management (Part-time Mode) Detailed to be announced
	7:00 pm-11:59 pm	<u>Online GE Elective Registration (Part-time Only) - 4</u> Sub-Degree Programmes (Part-time mode)

* 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.

Please note the following:

1. 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 College 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

- Information about the **online course and GE enrolment** are available on College's website <http://www.cbcc.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 College's website for updated information.