

## Arrangement for Registration, 2019-20

All students should complete the registration procedures which will take place on **Tseung Kwan O Campus** according to the schedule below.

Registration Date	Time	Programme
2 September 2019 (Monday)	9:30 am	- Associate Degree in Business (Year 2) - Higher Diploma in Design (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)
	2:00 pm	- Registration for *Continuing Students / #Maintenance Students (FT programmes)
3 September 2019 (Tuesday)	9:30 am	- Associate Degree in Business (Year 1) - Higher Diploma in Design (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)
	7:00 pm	- Higher Diploma in Pharmaceutical Dispensing (Part-time mode) (Year 1) - Diploma in General Studies (Part-time Mode)
4 September 2019 (Wednesday)	9:30 am	- Diploma in General Studies (Full-time Mode)  <b>Online GE Elective Registration (Full-time Only)</b> <b>Sub-Degree Programmes (Full-time mode): 9:00-17:00</b>  <b>Online DGS Elective Registration (Full-time Only)</b> <b>DGS (Full-time mode): 15:00-23:00</b>
	7:00 pm	- Higher Diploma in Pharmaceutical Dispensing (Part-time mode) (Years 2 & 3) - Registration for *Continuing Students / #Maintenance Students (PT Programme) - Retake applications ( for PT only)
5 September 2019 (Thursday)	9:30 am	<b>Online GE Elective Registration (Part-time Only)</b> <b>Sub-Degree Programmes (Part-time mode): 17:00-24:00</b>  <b>Online DGS Elective Registration (Part-time Only)</b> <b>DGS (Part-time mode): 17:00-24:00</b>
9 September 2019 (Monday)	7:00 pm	- Professional Diploma in Property Management (Part-time Mode)

\* Students who are at the final stage of their study and enrol 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 College 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.

**Students who do not attend registration according to the schedule announced are subject to a late fee of HK\$500.**

**Registration Procedures**

- a. Information about the **online GE registration** are available at the
  - i. College's website <http://www.cbcc.edu.hk> **starting from 30 August 2019** 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 (2019-20)
  - 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 2019-20 will commence on **9 September 2019 (Monday)**. Timetables will be distributed during registration.

**New Student Orientation Programme**

To welcome our new students, we will have an Orientation Program commencing from **16<sup>th</sup> September, 2019 (Monday)**. There will be a series of activities and events held by different units. Details will be announced soon.

If you have any enquires on the above arrangements, please contact Registry at 3702 4388 or via [registry@cihe.edu.hk](mailto: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.*