



## Arrangement for Registration, 2020-21

All students of Associate Degree and Higher Diploma programmes should complete the registration procedures which will be conducted via 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 dispatched in due courses.

Registration Date	Time	Programme
8 September 2020 (Tuesday)	2:00 pm	- 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)
	4:00 pm (24 -hour basis)	Year 2 students (AD and HD programmes) Online Course Enrolment for programme elective course /course retake (the online enrolment user guides can be downloaded under student intranet on 7 September 2020.) [For returning students including *Continuing Students / #Maintenance Students (FT programmes)]
	4:00-6:00 pm	Online GE Briefing and Consultation (ZOOM) for sub-degree students- session 1
9 September 2020 (Wednesday)	2:00 pm	- 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 under <a href="http://www.cbcc.edu.hk">www.cbcc.edu.hk</a> on 7 September 2020.)
	4:00pm-6:00 pm	Online GE Briefing and Consultation (ZOOM) for sub-degree students- session 2
	5:00 pm -11:59 pm	<b><i>Online DGS Elective Registration (Full-time Only)</i></b> <b><i>DGS (Full-time mode)</i></b>
	7:00 pm	- Higher Diploma in Pharmaceutical Dispensing (Part-time mode) (Year 1) - Diploma in General Studies (Part-time Mode)



	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 intranet on 7 September 2020.)
<b>10 September 2020 (Thursday)</b>	<b>7:00– 8:00 pm</b>	- Higher Diploma in Pharmaceutical Dispensing (Part-time mode) (Years 2 & 3)
	7:00 -9:00 pm	Online GE Briefing and Consultation (ZOOM) for sub-degree 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 student intranet on 7 September 2020.)
	7:00 pm - 11:59 pm	<b><u>Online DGS Part-time Elective Registration</u></b> <b><u>DGS (Part-time mode)</u></b>
<b>11 September 2020 (Friday)</b>	9:00 am -6:00 pm	<b><u>Online GE Elective Registration (Full-time Only) - 2</u></b> <b><u>Sub-Degree Programmes (Full-time mode)</u></b>
	7:00 pm-11:59 pm)	<b><u>Online GE Elective Registration (Part-time Only) - 4</u></b> <b><u>Sub-Degree Programmes (Part-time mode)</u></b>
<b>17 September 2020 (Thursday)</b>	<b>7:00 pm</b>	- Professional Diploma in Property Management (Part-time Mode) Detailed to be announced

\* 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 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 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 notices you receive about student registration, follow the instructions and stick to the deadlines.

**Online Enrolment Procedures**

- a. Information about the **online course and GE enrolment** are available on College's website <http://www.cbcc.edu.hk> **starting from 7 September 2020**

**Class Commencement**

The academic year 2020-21 will commence on **21 September 2020 (Monday)**. Timetables will be distributed during registration.

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.*