

Arrangement for Registration, 2020-21

All students 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 sessions (shaded in colour). The zoom link and ID will be dispatched in due courses.

| Registration Date | Time | Programme |
|---------------------------------------|--|--|
| 8 September 2020 (Tuesday) | 9:30am | <ul style="list-style-type: none"> - Bachelor of Arts (Honours) in Language and Liberal Studies (Years 3 & 4) - Bachelor of Arts (Honours) in Translation Technology (Year 3) - Bachelor of Business Administration (Honours) (Years 3 & 4) - Bachelor of Sciences (Honours) in Digital Entertainment Technology (Years 3 & 4) - Bachelor of Science (Honours) in Artificial Intelligence (Year 3) - Bachelor of Nursing (Honours) (Years 4 & 5) - Bachelor of Social Sciences (Honours) (Years 3 & 4) - Bachelor of Education (Honours) in Early Childhood Education (Year 3) |
| | | <ul style="list-style-type: none"> - Higher Diploma in Social Work (Year 2) - Higher Diploma in Early Childhood Education (Year 2) |
| | 2:00pm (24-hour basis) | <u>Degree Y2-Y5 students and HD Year 2 programmes</u> 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 Degree and sub-degree students- session 1 |
| | 7:00pm | <ul style="list-style-type: none"> - Bachelor of Health Sciences (Honours) (Years 2 & 3) - - Bachelor of Business Administration (Honours) (part-time) |
| 9:00 pm (24-hour basis) | Part-time Degree (BHS/BBAPT) students (including Registration for *Continuing Students / #Maintenance Students) <ul style="list-style-type: none"> - Online Course Enrolment and retake courses (The online enrolment user guides can be downloaded under student intranet on 7 September 2020.) | |

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| 9 September 2020 (Wednesday) | 9:30 am | <ul style="list-style-type: none"> - Bachelor of Arts (Honours) in Language and Liberal Studies (Years 1 & 2) - Bachelor of Education (Honours) in Early Childhood Education (Year 1) - Bachelor of Arts (Honours) in Translation Technology (Year 1) - Bachelor of Business Administration (Honours) (Years 1 & 2) - Bachelor of Entrepreneurial Management (Honours) in Design Business (Years 1 & 4) - Bachelor of Sciences (Honours) in Digital Entertainment Technology (Years 1 & 2) - Bachelor of Science (Honours) in Artificial Intelligence (Years 1 & 2) - Bachelor of Nursing (Honours) (Year 1) - Bachelor of Science (Honours) in Physiotherapy (Year 1) - Bachelor of Social Sciences (Honours) (Years 1 & 2) - Bachelor of Education (Honours) in Early Childhood Education (Year 1) |
| | 2:00 pm (24-hour basis) | <p><u>Degree Y1-2 students and HD Year 1 programmes</u></p> <p>Online Course Enrolment for programme elective course /course retake (the online enrolment user guides can be downloaded under student intranet on 7 September 2020.)</p> |
| | 4:00-6:00 pm | Online GE Briefing and Consultation (ZOOM) for Degree and sub-degree students- session 2 |
| | 7:00 pm | <ul style="list-style-type: none"> - Bachelor of Health Sciences (Honours) (Years 1) - Bachelor of Social Work (Honours) (Part-time Conversion) (Year 1) - Higher Diploma in Social Work (Part-time mode) (Year 1) - Bachelor of Education (Honours) in Early Childhood Education-Top up (Year 1) |
| 9 September 2020 (Wednesday) | 9:00 pm (24-hour basis) | <p>For Part-time Year 1 students</p> <ul style="list-style-type: none"> - Online Course Enrolment <p>(The online enrolment user guides can be downloaded under student intranet on 7 September 2020.)</p> |
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* 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 |
|---------------------------------|-------------------|---|
| 10 September 2020 (Thursday) | 9:30 am | - Bachelor of Nursing (Honours) (Years 2 & 3) |
| | 9:00 am – 6:00 pm | <p><u>Online GE Elective Registration - 1</u></p> <p><i>Degree Programmes (Full-time mode)</i></p> <ul style="list-style-type: none"> - Year 1-5 |

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|---|----------------------------|--|--|
| 10 September 2020 (Thursday) | 7:00pm | - Bachelor of Social Work (Honours) (Part-time Conversion) (Year 2) - Higher Diploma in Social Work (Part-time Mode) (Year 2) (Part-time Mode programmes) | |
| | 9:00 pm (24-hour basis) | Part-time SS Yr 2 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.) | |
| 11 September 2020 (Friday) | 9:00 am -6:00 pm | <u>Online GE Elective Registration (Full-time Only) - 2</u> <u>Sub-Degree Programmes (Full-time mode)</u> | |
| | 7:00 pm | - Bachelor of Social Work (Honours) (Part-time Conversion) (Year 3) - Higher Diploma in Social Work (Part-time Mode) (Year 3) | |
| | 7:00 pm- 11:59 pm) | <u>Online GE Elective Registration - 3</u> <u>Degree Programmes (Part-time mode)</u> | |
| <u>Online GE Elective Registration - 4</u> <u>Sub-degree Programmes (Part-time mode)</u> | | | |

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 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 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 Institute's website <http://www.cihe.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.

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.