

Arrangement for Registration, 2022-23 (Updated)

All students should complete the registration procedures which will be conducted face-to-face OR online according to the date and time of the study programme as scheduled below. Students are required to attend briefing and perform online course enrolment in respective sessions (shaded in colour). The zoom link will be sent out in due course. For the newly admitted students, student ID information will be sent out in due course.

Registration Date	Time	Programme	Venue
2 September 2022 (Friday)	9:30 am (Face-to-face Briefing)	- Bachelor of Nursing (Honours) (Year 1) [BNUR]	A103
		- Bachelor of Nursing (Honours) (Applied Degree Places) (Year 1) [BNAD]	A102
		- Bachelor of Science (Honours) in Physiotherapy (Year 1) [BSPT]	A320-2
	11:15 am - 12:00 pm	Briefing on Student Affairs Services to new students - Session 1 (Face-to-face)	BNUR Year 1 A103 BNAD Year 1 BSPT Year 1 A102
	12:00-1:15 pm	GE briefing and consultation - Degree (FT) - Session 1 (Face-to-face)	A103
	2:00 pm (24-hour basis)	For BNUR1, BNAD1 and BSPT1 students Online Course Enrolment (Enroll programme electives and Confirm the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course)	
2 September 2022 (Friday)	2:15 pm (Face-to-face Briefing)	- Higher Diploma in Enrolled Nursing (General) (Year 1) [HDEN]	A320-2
	4:15-5:00 pm	Briefing on Student Affairs Services to new students - Session 2 (Face-to-face)	Sports Centre
	5:00-6:15 pm	GE briefing and consultation – Sub-degree (FT) - Session 2 (Face-to-face)	Sports Centre
	4:00 pm (24-hour basis)	For HDEN1 students Online Course Enrolment (Enroll programme electives and Confirm the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course)	

Registration Date	Time	Programme	Venue
5 September 2022 (Monday)	9:30 am (Zoom Briefing)	<ul style="list-style-type: none"> - Bachelor of Arts (Honours) in Language and Liberal Studies (Years 3 & 4) [BALLIB] - Bachelor of Arts (Honours) in Translation Technology (Years 3 & 4) [BATT] - Bachelor of Business Administration (Honours) (Years 3 & 4) [BBA] - Bachelor of Sciences (Honours) in Digital Entertainment Technology (Years 2, 3 & 4) [BSEDT] - Bachelor of Science (Honours) in Artificial Intelligence (Years 2, 3 & 4) [BSAI] - Bachelor of Nursing (Honours) (Years 4 & 5) [BNUR] - Bachelor of Science (Honours) in Physiotherapy (Years 2 & 3) [BSPT] - Bachelor of Social Sciences (Honours) (Years 3 & 4) [BSocSc] - Bachelor of Education (Honours) in Early Childhood Education (Years 3 & 4) [BEdeCE] - Higher Diploma in Social Work (Year 2) [HDSW] - Higher Diploma in Early Childhood Education (Year 2) [HDECE] 	
	2:00 pm (24 -hour basis)	<p>For BALLIB3, BALLIB4, BATT3, BATT4, BBA3, BBA4, BSEDT2, BSEDT3, BSEDT4, BSAI2, BSAI3, BSAI4, BNUR4, BNUR5, BSocSc3, BSocSc4, BEdeCE3, BEdeCE4, BSPT2, BSPT3, HDSW2 and HDECE2 students</p> <p>Online Course Enrolment /course retake (Enroll programme electives and Confirm the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course)</p> <p>(including Registration for *Continuing Students / #Maintenance Students for Full-time programmes)</p>	
5 September 2022 (Monday)	4:00-5:15 pm	GE briefing and consultation – Degree and Sub-degree (FT) - Session 3 (Zoom)	
	5:30 pm (Zoom Briefing)	- Higher Diploma in Enrolled Nursing (General) (Year 2) [HDEN]	
	4:00 pm (24 -hour basis)	<p>For HDEN2 students</p> <p>Online Course Enrolment /course retake (Enroll programme electives and Confirm the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course)</p>	

5 September 2022 (Monday)	7:00 pm (Face-to-face Briefing)	- Bachelor of Business Administration (Honours) (Part-time) (Years 1 & 4) [BBAPT]	A309
		- Bachelor of Education (Honours) in Early Childhood Education- Part-time Top up Mode (Year 1) [BEdeCEP]	A505
		- Bachelor of Social Work (Honours) (Part-time Conversion) (Year 1) [BSW]	A102
		- Bachelor of Entrepreneurial Management in Design Business (Honours) (Part-time) (Year 1) [BEMDBP]	A310
		- Bachelor of Science (Honours) in Artificial Intelligence (Part-time) [BSAIP]	A313
		- Bachelor of Science (Honours) in Digital Entertainment Technology (Part-time) [BSEDETP]	A507
		- Higher Diploma in Artificial Intelligence and Information and Communication Technology (Part-time) (Year 1) [HDAI-ICTPT]	A306
		- Higher Diploma in Social Work (Part-time mode) (Year 1) [HDSWPT]	A103
	8:15-9:00 pm	- Briefing on Student Affairs Services to new students - Session 3 (Face-to-face)	Sports Centre
	9:00-10:00 pm	- GE briefing and consultation - Degree and sub-degree (PT) - Session 4 (Face-to-face)	Sports Centre
9:00 pm (24-hour basis)	Part-time Programmes For BSW1, BEdeCEP1, BEMDBP1, BSAIP, BSEDETP, HDSWPT1, HDAI-ICTPT1, BBAP1 and BBAP4 students Online Course Enrolment /course retake (Enroll programme electives and Confirm the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course) [Including Registration for *Continuing Students / #Maintenance Students (PT programmes)]		

* 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.

Registration Date	Time	Programme	Venue
6 September 2022 (Tuesday)	9:30 am (Face-to-face Briefing)	- Bachelor of Arts (Honours) in Language and Liberal Studies (Year 1) [BALLIB]	A304
		- Bachelor of Education (Honours) in Early Childhood Education (Year 1) [BEdeECE]	A503
		- Bachelor of Arts (Honours) in Translation Technology (Year 1) [BATT]	A305
		- Bachelor of Business Administration (Honours) (Year 1) [BBA]	A309
		- Bachelor of Entrepreneurial Management (Honours) in Design Business (Year 1) [BEMDB]	A502
		- Bachelor of Sciences (Honours) in Digital Entertainment Technology (Year 1) [BSET]	A504
		- Bachelor of Science (Honours) in Artificial Intelligence (Year 1) [BSAI]	A505
		- Bachelor of Social Sciences (Honours) (Year 1) [BSocSc]	A319-2
		- Higher Diploma in Social Work (Year 1) [HDSW]	A102
		- Higher Diploma in Early Childhood Education (Year 1) [HDECE]	A506
	9:30 am (Zoom Briefing)	- Bachelor of Arts (Honours) in Language and Liberal Studies (Year 2) [BALLIB]	
		- Bachelor of Education (Honours) in Early Childhood Education (Year 2) [BEdeECE]	
		- Bachelor of Arts (Honours) in Translation Technology (Year 2) [BATT]	
	11:15 am - 12:30 pm	- Bachelor of Business Administration (Honours) (Year 2) [BBA]	
- Bachelor of Nursing (Honours) (Years 2 & 3) [BNUR]			
- Bachelor of Social Sciences (Honours) (Year 2) [BSocSc]			
11:15 am - 12:30 pm	GE Briefing and Consultation for Degree and sub-degree students (Full time) - Session 5 (Face-to-face for Year 1 and Zoom for Year 2)	Sports Centre	
12:30-1:15 pm	Briefing on Student Affairs Services to new students – Session 4 (Face-to-face)	Sports Centre	
2:00 pm (24 -hour basis)	For BALLIB1, BALLIB2, BEdeECE1, BEdeECE2, BATT1, BATT2, BBA1, BBA2, BEMDB1, BSET1, BSAI1, BSocSc1, BSocSc2, HDSW1 and HDECE1 students Online Course Enrolment /course retake (Enroll programme electives and Confirm the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course)		

6 September 2022 (Tuesday)	2:15 pm (Face-to-face Briefing)	- Higher Diploma in Artificial Intelligence and Information and Communication Technology (Year 1) [HDAI-ICT]	A504
	4:15-5:00 pm	Briefing on Student Affairs Services to new students - Session 5 (Face-to-face)	Sports Centre
	5:00-6:15 pm	GE Briefing and Consultation for Degree and sub-degree students (Full time) - Session 6 (Face-to-face)	Sports Centre
	4:00 pm (24 -hour basis)	For HDAI-ICT1 students Online Course Enrolment /course retake (Enroll programme electives and Confirm the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course)	
6 September 2022 (Tuesday)	7:00 pm (Zoom briefing)	- Bachelor of Social Work (Honours) (Part-time Conversion) (Year 2) [BSW] - Bachelor of Business Administration (Honours) (Part-time mode) (Years 2, 3, 5 & 6) [BBAP] - Bachelor of Education (Honours) in Early Childhood Education-Part-time Top up (Years 2 & 3) [BEDECEP] - Higher Diploma in Social Work (Part-time mode) (Year 2) [HDSWPT]	
	7:00 pm (Team briefing)	- Master of Corporate Governance (Part-time) [MCG]	
	7:00 pm (Face-to-face briefing)	- Bachelor of Health Sciences (Honours) (Year 1) [BHS]	A309
	9:00 pm (24-hour basis)	Part-time Programmes For MCG, BHS1, BBAP2, BBAP3, BBAP5, BBAP6, BEdeCEP2, BEdeCEP3, BSW2 and HDSWPT2 students Online Course Enrolment /course retake (Enroll programme electives and Confirm the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course) (including Registration for *Continuing Students / #Maintenance Students for Part-time programmes)	

* 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.

Registration Date	Time	Programme
7 September 2022 (Wednesday)	9:00 am – 6:00 pm	<i><u>Online GE Elective Registration (Full-time Only) - 1</u></i> <i>Degree Programmes (Full-time mode)</i>
		<i><u>Online GE Elective Registration (Full-time Only) - 2</u></i> <i>Sub-Degree Programmes (Full-time mode)</i>
7 September 2022 (Wednesday)	7:00 pm (Zoom briefing)	<ul style="list-style-type: none"> - Bachelor of Social Work (Honours) (Part-time Conversion) (Year 3) [BSW] - Bachelor of Health Sciences (Honours) (Years 2 & 3) [BHS] - Higher Diploma in Social Work (Part-time Mode) (Year 3) [HDSWPT]
	8:00-9:00 pm	GE Briefing and Consultation for Part-time students - Session 7 (ZOOM)
	9:00 pm (24-hour basis)	Part-time Programmes For BSW3, HDSWPT3, BHS2 and BHS3 students Online Course Enrolment /course retake (Enroll programme electives and Confirm the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course)
8 September 2022 (Thursday)	7:00–11:59 pm	<i><u>Online GE Elective Registration (Part-time Only) - 3</u></i> <i>Degree Programmes (Part-time mode)</i>
		<i><u>Online GE Elective Registration (Part-time Only) - 4</u></i> <i>Sub-degree Programmes (Part-time mode)</i>

Please note the following:

1. All students are required to attend registration before class commencement.

It is the students' responsibility to attend the registration briefing, complete course enrollment, confirm the courses to be taken and perform online course and GE course enrollment. 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 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 the SAO briefing sessions. Information of application to MTR Student Travel Scheme, Financial Assistance, NMTSS, Student Survey and Compulsory Caritas Character Building Programme would be included.**

Online Enrollment Procedures

- a. Information about the **online course and GE enrollment** are available on Student Portal **starting from 2 September 2022.**
- b. Online enrollment system (OES) will only open to specific student groups according to the specified time schedule stated above.

Class Commencement

The academic year 2022-23 will commence on **13 September 2022 (Tuesday)**. Timetables have been uploaded in student portal. Please be reminded to check the up-to-date Teaching Timetables of 2022-23 regularly. There may be some minor changes to the teaching timetable of your study programme.

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.