

## Arrangement for Registration, 2022-23

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)	2:15 pm (Face-to-face Briefing)	- Higher Diploma in Health Care (Year 1) [HDHC]	A103
		- Higher Diploma in Pharmaceutical Dispensing (Year 1) [HDPD]	A102
	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 HDHC1 and HDPD1 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)	
5 September 2022 (Monday)	2:15 pm (Zoom Briefing)	- Associate Degree in Business (Year 2) [ADB] - Higher Diploma in Health Care (Year 2) [HDHC] - Higher Diploma in Hospitality Management (Year 2) [HDHM] - Higher Diploma in Human Services (Year 2) [HDHS] - Higher Diploma in Music Studies (Year 2) [HDMS] - Higher Diploma in Pharmaceutical Dispensing (Year 2) [HDPD]	
	2:15 pm (Face-to-face Briefing)	- Higher Diploma in Design (Year 2) [HDD]	704
		- Higher Diploma in Film and Media Production (Year 2) [HDFMP]	704
	4:00 pm (24-hour basis)	For ADB2, HDD2, HDFMP2, HDHC2, HDHS2, HDHM2, HDMS2 and HDPD2 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 Full-time programmes)	

	4:00-5:15 pm	<b>GE Briefing and Consultation for Degree and sub-degree students (Full time) - Session 3 (ZOOM)</b>	
5 September 2022 (Monday)	7:00 pm (Face-to-face Briefing)	- Associate Degree in Business (Part-time mode) (Year 1) [ADBPT]	A311
		- Higher Diploma in Pharmaceutical Dispensing (Part-time mode) (Year 1) [HDPDPT]	A506
		- Higher Diploma in Health Care (Part-time mode) (Year 1) [HDHCPT]	A603
		- Diploma in Foundation Studies of Higher Education (Part-time mode) [DFSHEPT]	A312
		- Professional Diploma in Property Management (Part-time) [PDPMP]	307
	8:15-9:00 pm	<b>Briefing on Student Affairs Services to new students - Session 3 (Face-to-face)</b>	Sports Centre
	9:00-10:00 pm	<b>GE briefing and consultation - Degree and sub-degree (PT) - Session 4 (Face-to-face)</b>	Sports Centre
9:00 pm (24-hour basis)	<b>Part-time Programmes</b> <b>For ADBPT1, HDPDPT1 and HDHCPT1 students</b> <b>Online Course Enrolment</b> (Enroll programme electives and <b>Confirm</b> the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course)		
9:00 pm (24-hour basis)	<b>For DFSHEPT students (Part-time mode)</b> <b>Online Course Enrollment</b> (Enroll DFSHE Elective courses and <b>Confirm</b> the enrollment of core and programme electives) for DFSHE (Part-time mode)		
6 September 2022 (Tuesday)	1:00 pm (Face-to-face Briefing)	- Higher Diploma in Design (Year 1) [HDD]	704
		- Higher Diploma in Film and Media Production (Year 1) [HDFMP]	704
	2:15 pm (Face-to-face Briefing)	- Associate Degree in Business (Year 1) [ADB]	A309
		- Higher Diploma in Hospitality Management (Year 1) [HDHM]	A310
		- Higher Diploma in Human Services (Year 1) [HDHS]	A503
		- Higher Diploma in Music Studies (Year 1) [HDMS]	A311
		- Higher Diploma in Translation Technology and Modern Languages (Year 1) [HDTTML]	A312
	- Diploma in Foundation Studies of Higher Education (Full-time mode) [DFSHE]	A320-2	
4:15-5:00 pm	<b>Briefing on Student Affairs Services to new students - Session 5 (Face-to-face)</b>	Sports Centre	
5:00-6:15 pm	<b>GE Briefing and Consultation for Degree and sub-degree students (Full time) - Session 6 (Face-to-face)</b>	Sports Centre	

	4:00 pm (24 -hour basis)	<p><b>For ADB1, HDFMP1, HDD1, HDHM1, HDHS1, HDMS1 and HDTTML1 students</b></p> <p><b>Online Course Enrolment /course retake</b> (Enroll programme electives and <b>Confirm</b> the enrollment of core, required courses and programme electives) (The online enrolment user guides can be downloaded under student portal in due course)</p>	
	4:00 pm (24 -hour basis)	<p><b>For DFSHE students (Full-time mode)</b></p> <p><b>Online Course Enrollment</b> (Enroll DFSHE Elective courses and <b>Confirm</b> the enrollment of core and programme electives) for DFSHE (Full-time mode)</p>	
6 September 2022 (Tuesday)	7:00 pm (Zoom briefing)	<ul style="list-style-type: none"> <li>- Associate Degree in Business (Part-time mode) (Year 2) [ADBPT]</li> <li>- Higher Diploma in Pharmaceutical Dispensing (Part-time mode) (Years 2 &amp; 3) [HDPDPT]</li> </ul>	
	9:00 pm (24-hour basis)	<p><b>Part-time Programmes</b></p> <p><b>For ADBPT2, HDPDPT2 and HDPDPT3 students</b></p> <p><b>Online Course Enrolment /course retake</b> (Enroll programme electives and <b>Confirm</b> 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><b>(including Registration for *Continuing Students / #Maintenance Students for Part-time programmes)</b></p>	
7 September 2022 (Wednesday)	9:00 am – 6:00 pm	<p><b><u>Online GE Elective Registration (Full-time Only) - 1</u></b> <b><u>Degree Programmes (Full-time mode)</u></b></p>	
		<p><b><u>Online GE Elective Registration (Full-time Only) - 2</u></b> <b><u>Sub-Degree Programmes (Full-time mode)</u></b></p>	
	8:00-9:00 pm	<p><b>GE Briefing and Consultation for Part-time students - Session 7 (ZOOM)</b></p>	
8 September 2022 (Thursday)	7:00–11:59 pm	<p><b><u>Online GE Elective Registration (Part-time Only) - 3</u></b> <b><u>Degree Programmes (Part-time mode)</u></b></p>	
		<p><b><u>Online GE Elective Registration (Part-time Only) - 4</u></b> <b><u>Sub-degree Programmes (Part-time mode)</u></b></p>	

\* 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 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](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.*