

ENROLMENT ANNOUNCEMENT

FOR DEGREE & DIPLOMA ENGINEERING CONTINUING STUDENTS - FEB 2008 SEMESTER -

1. As part of our continuous effort to improve the enrolment process, effective January 2008, all Continuing Students will be pre-enrolled into their respective programs by the University. Students are no longer required to come on Enrolment Day for re-enrolment.
2. All enrolment for subjects (including tutorial classes) for 2008 will be pre-determined by the University **based on semester sequence** once the final exam results for the preceding semester are released.
3. All Continuing Students can collect their enrolment documents from **18 FEBRUARY to 22 FEBRUARY 2008, from 9.00am to 4.00pm.** The venue for collection will be at the **New Training Block** (behind student hostel).
4. Students will be given the following documents for the enrolment:
 - (i) Invoice
 - (ii) Registration Summary, and
 - (iii) Timetable
5. Upon collection of the pre-enrolment documents, students must fill in and complete the Enrolment Form given and submit it to the Student Administration Staff for endorsement on the same day. The subject enrolment details can be found on the Registration Summary.

NORMAL PROGRESSING STUDENTS

- 1. All Continuing Students who pass all subjects enrolled in the preceding semester will be pre-enrolled into their respective programs by the University.**
- 2. Students who fail only 1 subject out of the 4 enrolled subjects in the preceding semester will also be pre-enrolled into their respective programs by the University.**

AT RISK STUDENTS

- 1. At Risk Students must fulfill certain conditions before they can enrol into their respective programs.**
- 2. Students must meet their Course Coordinators and the Student Counselor before enrolment.**
- 3. Students must produce a letter from both the Course Coordinators and the Student Counselor before they can approach the Student Administration Department for enrolment.**
- 4. All subjects' enrolment processes remain the same as outlined on Page 1 of this announcement once the above steps are completed.**

EXCLUSION STUDENTS

- 1. Exclusion Students will only be allowed to enrol into their respective programs once they have received a letter on their status.**
- 2. All subjects' enrolment processes remain the same as outlined on Page 1 of this announcement once the above steps are completed.**

FINANCIAL OBLIGATION

- 1. Students who have not settled their tuition fees in the preceding semester will not be allowed to proceed with re-enrolment. As such students must approach the Finance Department to get their clearance from the department.**
- 2. All subjects' enrolment processes remain the same as outlined on Page 1 of this announcement once the above steps are completed.**