

2018 REGISTRATIONS

For continuing students

**Week 13, Monday 6 - Thursday 9 November, 2017
11.30am – 5.45 pm (excluding 1 – 2pm)**

The registration procedure is:

- Students **are required to make an appointment** to see a student advisor. This can be done by seeing the Registry Secretary, Mrs Mary Cassar or by phone (9752 9501) or email (mcassar@cis.catholic.edu.au).
- Please advise if you anticipate needing a longer consultation than the 10 minutes allocated for this process. Such may be the case for students nearing the completion of studies and hence requiring more time to discuss course progression/potential graduation etc.
- It is recommend that you view the upcoming timetable beforehand.
- Upon arrival, obtain a copy of your transcript from the Registry.
- You will then be directed to a student advisor who will either help you in your choices of course unit/s or confirm the choices you have made.
- Students who arrive for registration without an appointment will still be seen, but will be required to wait for the next available student advisor.
- Students on International Student Visas **MUST** contact the Registrar to ensure their visa conditions are met.
- **The student advisor will then lodge your completed Registration Form at the Registry.**
- Seminarians do not need to make an appointment with CIS, this will be handled by your seminary. The Dean of Studies at each seminary is the designated student advisor for the students concerned.

Please note the following:

- Registrations will **not** be accepted by email or by phone.
- Should you not be able to present personally for Registration during the allocated week, you should request an interview with the Registrar either by speaking with the Registry Secretary, or emailing registrar@cis.catholic.edu.au
- Should you wish to register into a Research Project, or a Research Essay, or another form of independent guided study, you are required to complete one of the Special Registration Application forms. These are available online or from the Registry shelves. This application should be discussed with the Registrar or Academic Dean before registration week.

Registrations for January Intensive Units close on Thursday 7 December, 2017.

Registrations for Semester 1, 2017 Units close on 18 January, 2018.

**Late Registrations are possible by appointment with the Registrar from:
29 November – 7 December, 2017; and 16 – 18 January, 2017.**

Late Registrations may be subject to a \$100 Fee.

*The viability of course units will be determined on the closing dates for Registration.
Should cancellation of a course unit occur, due to insufficient enrolments, you will be contacted by the Registry to make an alternate choice.*

Jason Israel
Registrar
October 2017