

**REGISTRATIONS
FOR WINTER INTENSIVES/EXTENSIVES AND 2nd SEMESTER 2017**

**Week 13, Exam Week
Tuesday 13 June – Thursday 15 June
11.30am – 6.00pm (excluding 1 – 2pm)**

For Semester 2, 2017, the registration procedure is:

- Because of the absence of a permanent registrar and the shortened registration week (the Queen's Birthday long weekend), students **are required to make an appointment** to see a student advisor. This can be done by contacting the Registry Secretary, Mrs Mary Cassar ph: 9752 9501; email: <mcassar@cis.catholic.edu.au>.
- Please do this asap as Mary will be on long service leave from 15 May, 2017.
- Please advise if you anticipate needing a consultation longer than the 10 minutes allocated for this process. Such may be the case for students nearing the completion of studies and require more time to discuss course progression/potential graduation etc.
- Upon arrival for your appointment, 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 Dr Rohan Curnow to ensure their visa conditions are met by emailing directly <registrar@cis.catholic.edu.au>
- **The student advisor will then lodge your completed Registration Form at the Registry with your transcript attached.**
- The Dean of Studies at each seminary is the designated student advisor for seminarians. Seminarians do not need to make an appointment.

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 by speaking with the Registry Secretary, or by emailing directly <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. Your student advisor will confirm you are eligible.

Registrations for Semester 2 close on Thursday 15, June 2017.

**Late Registrations by continuing students are possible by appointment.
Late Registrations are subject to a \$100 Fee.**

The viability of those course units taught by sessional lecturers is determined on the closing dates for Registration. Should cancellation of a course unit occur you will be contacted by the Registry to make an alternate choice.