

7 STEPS

Step-By-Step Guide to Registration



01 PAYMENT OF FEES

- All students are required to pay all fees prior to registration



03 SELECTION OF COURSES

- Register on CHOL
- Registration Buddies are available for assistance with registration



05 CHANGE OF MAJOR AND ENROLMENT STATUS

- For students who have received additional qualifications and need to change from four years to three years, you must bring your certified qualifications to the Admissions Office



07 FINAL CHECKLIST

- Payment of Fees
- Academic Advising/Counselling Completed
- Courses Selected
- ID Card obtained
- Overseas students completed the visa form and change of address form
- Social Sciences and Sport students automatic exemptions given

02

ACADEMIC ADVISING/COUNSELLING



- All students must receive academic counselling
- Please check your room allocation schedules or notices for more information

04

ADJUSTMENT TO ACADEMIC PROGRAMMES



- Changes to course selection (add/drop) can be done online during the web registration period

06

ID CARD COLLECTION



- You will be required to present your proof of payment to the Student Enrolment and Retention Unit (SERU) to collect the ID card.
- Information on dates and location will be provided.

More Information

Student Affairs, Admissions Office
[\[Contact Information\]](#)