**Registration**

New students who have been officially admitted by CIFS shall come to the Institute to register with the Admissions Notice within the prescribed time limit, which is an exact date before the formal start of the first semester, and go through the admission procedures. When new students register, the Institute will conduct a preliminary review of the new students and verify their identity certificates, admission notices and examinee files. After passing the preliminary review, students will go through the admission procedures and register to obtain their student status. At the beginning of each semester, students shall report to their respective colleges at the time prescribed by the Institute and go through the registration procedures within two weeks. Those who do not meet the registration conditions or do not pay the tuition fees are not allowed to register. Those who cannot register as scheduled shall go through the leave-taking procedures and postpone their registration. Students who have not asked for leave or fail to register for more than two weeks (including two weeks) shall be deemed to have given up their university status. Students who cannot register on time due to personal reasons should ask for leave.

The procedures for asking for leave and postponing registration for freshman are as follows:

Students who are admitted by CIFS cannot register on time for reasons such as illness should write an application to the Admissions and Employment Office. The application should include name, ID number, application reason, duration of leave and parents' opinions, etc., and attach the students’ and their parents’ ID photocopies. The Admissions and Employment Office shall verify the information and report it to the Academic Affairs Office of the Institute. The Academic Affairs Office shall be responsible for retaining the admissions qualification of these students. Students who do not follow this procedure and do not report to the Institute on time will be deemed to have voluntarily abandoned their enrollment and will not be enrolled by the Academic Affairs Office.

The procedures for requesting leave and postponing registration for returning students are as follows:

If a student cannot return to the Institute on time due to personal reasons, s/he should write an application for leave and provide relevant information (including name, ID number, major, class and student number), explain the reason for leave, the start and end time of leave and parents' opinions, and submit it to the Student Affairs Office. The Student Affairs Office will approve the application according to the student's situation and suspend the registration. If a student does not return to the Institute for a long period of time and does not submit a leave application, the most serious case may require the student to withdraw from the Institute. (For more details about leave-taking, please refer to document *5.4 Attendance Requirements*.) If a student drops out for personal reasons, the student should report to the college, and the college will report the list of students who drop out to the Student Affairs Office. The teacher responsible will contact the student and their parents by phone to understand the situation and verify whether the student intends to withdraw. With or without the consent of the parents, this information will not be made public during this period. After it is confirmed that the student has left the Insititute, she/he shall go through the examination and approval procedures. After the completion of the procedures, the Student Affairs Office will feed back the withdrawal documents to the Institute, the Academic Affairs Office and the Finance Office for the record, and the Academic Affairs Office will cancel the student’s status. (More details for withdrawal can be found in Chapter VIII Withdrawal from CIFS in document *5.9 Implementation Rules for Student Status Management of Chongqing Institute of Foreign Studies*.

Students from economically disadvantaged families can apply for hardship loans (the Institute will provide a clear payment plan for these students. If a student needs to apply for a loan, he/she can apply for it through the Student Financial Assistance Centre) or request to postpone the payment of tuition fees. After the Institute approves the loan application or deferment, the student can register.

According to the different training programs of each major, the Institute has formulated relevant curricula. For required courses, all CIFS students will be automatically enrolled. Before the beginning of each semester, the college generates a course plan to help students register for courses. For elective courses, the Academic Affairs Office will issue a course selection notice before the beginning of each semester, and students can register through the academic affairs system platform and can withdraw and take other courses during the Add/Drop period. Students are required to complete registration for courses for the next semester within three weeks of the end of the semester. According to the National Quality Standard for Higher Education Teaching, each course will be set with certain credits. Students need to register for courses and pass the corresponding exams and obtain a certain number of credits before graduation. (Students must complete the required elective credits（8 credits in CIFS） within four years to meet the graduation requirements. There is no fixed number of elective courses required for each semester. Students who fail to register for enough elective credits will not be allowed to withdraw, and students who fail to complete the required elective credits will not meet the graduation requirements. Students can delay the registration of elective courses and complete the elective credits within four years, but they must not delay the registration of required courses. Students cannot withdraw from compulsory courses, but they can withdraw from elective courses and register for them again. Students can apply for loans irrespective of the credits they take. Students applying for a student visa need to achieve a required number of credits according to their stage of study. If a student fails a course or cannot keep up with classes, the Institute will encourage and help him/her to achieve the learning requirements so that they can complete their studies at the Institute.



