

2009/2010 學年課程行政事宜

歡迎加入摩理臣山分校這個大家庭。為讓同學更快適應新的學習環境，請留意下列有關課程行政的安排：

(1) 開課日期

新學年將於 2009 年 9 月 7 日 該星期開課。上課時間表將於 2009 年 8 月 22 日刊登在禮堂附近的佈告版上及上載摩理臣山分校網頁(<http://www.vtc.edu.hk/ive/mh>)。請留意 第一堂課 的上課日期、時間及地點。

(2) 申請豁免修讀部分單元

2009/2010 學年豁免修讀部分單元的申請日期為 2009 年 9 月 7 日至 18 日，屆時同學可向學院秘書處或在 IVE 學生網頁(<http://www3.vtc.edu.hk>)下載申請表格。在未收到學院通知前，學生仍須照常上課。

(3) 2009/2010 學年學生手冊

學院將於學期初派發學生手冊。有關手冊亦會上載於 IVE 學生網頁內。

(4) 學生證

於 8 月中或之前遞交學生證申請表的學生，預計可於開學首星期內透過所屬學系派發學生證。於 8 月中後遞交申請表的學生，預計可於三星期內獲派發學生證。

(5) 學院資訊

學院通常會透過 IVE 學生網頁及電郵向學生發放資訊。為免延誤，請儘快登入 <http://www.vtc.edu.hk/mailutl> 啟動你的電郵戶口。

查詢電話

學系 / 部門	電話號碼	傳真號碼	電郵地址
工商服務及管理系 (BSM)	2835 4501	2835 7420	mh-bsm@vtc.edu.hk
建造工程系 (CN)	2835 8359	2835 7450	mh-cn@vtc.edu.hk
資訊及通訊科技系 (ICT)	2835 8377	2835 7440	mh-ict@vtc.edu.hk
產業及設施管理系 (REFM)	2835 8342	2835 7490	mh-refm@vtc.edu.hk
語文中心 (LC)	2835 8394	2835 7430	mh-lc@vtc.edu.hk
學院秘書處 (CS)	2574 5321	2572 9847	csivemh@vtc.edu.hk
學生事務處 (SAO)	2835 8398	2835 7410	mh-sao@vtc.edu.hk
學習資源中心 (LRC)			
- 圖書館 (Lib)	2835 8383	2835 7413	mh-lib@vtc.edu.hk
- 資訊科技支援組 (ITSU)	2835 8346	2835 7412	mh-cu@vtc.edu.hk
- 教育科技組 (ETU)	2835 4805	2835 7411	mh-etu@vtc.edu.hk

Hong Kong Institute of Vocational Education (Morrison Hill)

Part-time New
Students Only

Course-related Issues for AY2009/2010

Welcome on board as part of the IVE(Morrison Hill). To help adapt to the new learning environment in IVE(MH), we list below some of the regular course-related activities that you may be interested to know.

(1) **Date of Class Commencement**

The new academic year will commence in the week of 7 September 2009. The time-table will be posted up at the IVE(MH) Homepage (<http://www3.vtc.edu.hk/ive/mh>) and on the notice board near the Hall on 22 August 2009 before class commencement. Please pay attention to the date, time and venue of your **first lesson**.

(2) **Application for Module Exemption**

Application for module exemption will take place from 7-18 September 2009. Application forms will be available in the Campus Secretariat or IVE Student Web-based System (<http://www3.vtc.edu.hk>) during the period. You are required to attend class unless notified not to do so by the campus.

(3) **Student Handbook for AY2009/2010**

Student Handbooks are expected to be ready for dispatch and upload to IVE Student Web-based System at the beginning of the academic year.

(4) **Student Card**

For students who submit their application for student card on/before mid-August, their student cards are expected to be ready for dispatch through relevant department in the week of 7 September. Students who submit their applications after mid-August will receive their student cards in around 3-weeks time.

(5) **Dissemination of Campus Information**

News related to students will usually be posted in IVE Student Web-based System or through email. As such, please activate your email account at <http://www.vtc.edu.hk/mailutl> as soon as possible.

List of Contacts

Department / Section	Tel. No.	Fax No.	E-mail
Dept. of Business Services & Management (BSM)	2835 4501	2835 7420	mh-bsm@vtc.edu.hk
Dept. of Construction (CN)	2835 8359	2835 7450	mh-cn@vtc.edu.hk
Dept. of Information & Communications Technology (ICT)	2835 8377	2835 7440	mh-ict@vtc.edu.hk
Dept. of Real Estate & Facilities Management (REFM)	2835 8342	2835 7490	mh-refm@vtc.edu.hk
Language Centre (LC)	2835 8394	2835 7430	mh-lc@vtc.edu.hk
Campus Secretariat (CS)	2574 5321	2572 9847	csivemh@vtc.edu.hk
Student Affairs Office (SAO)	2835 8398	2835 7410	mh-sao@vtc.edu.hk
Learning Resources Centre (LRC)			
- Library (Lib)	2835 8383	2835 7413	mh-lib@vtc.edu.hk
- Information Technology Support Unit (ITSU)	2835 8346	2835 7412	mh-cu@vtc.edu.hk
- Educational Technology Unit (ETU)	2835 4805	2835 7411	mh-etu@vtc.edu.hk