VIETNAM MARINE UNIVERSITY

**INTERNATIONAL SCHOOL OF EDUCATION**

**MODULE REGISTRY INSTRUCTION**

**I. How to register**

1. The registration form will be passed to the monitor who is responsible for transferring it to each classmate.

2. Students receive the form from the monitor, based on the posted schedule to register for the course and return it to the monitor.

3. The monitor gathers registration into the received form, making 2 copies: 01 hard copy (with the signature of each student in the class) and 01 soft copy. Before the registration deadline, the class leader submitted 02 copies to the Academic Division.

**II. Registration deadline**

1. Register for module:

- Semester 1: the first week of June

- Semester 2: the first week of January

2. For students wishing to withdraw, cancel or register additional modules:

- Semester 1: 2nd week of June

- Semester 2: 2nd week of January

**III. Note when registering:**

1. For the module enrollment by group, students must directly sign and be responsible for their signature

2. The class monitor is responsible for collecting the registration of the module of students in the class and returning it on time. After the notice period, the class monitor will take full responsibility.

**IV. Cases of re-enrolling, improving grades, learning beyond schedule**

1. Learning beyond schedule: Students who wish to study beyond the schedule, register directly with the Academic Department before the course begins.

2. Re-study, learn to improve grades: student check if the course he/she wants to retake is available that semester or not. He/she must complete the re-tuition and bring a receipt when registering with the Academic Division before the course begins.