TO: ALL Students
RE: Registration for SPRING 2020

Registration for SPRING 2020 will be from **Monday 15 June 2020 and Tuesday 16 June 2020**

Registration can be done in one of the following two methods:

1. **Online Registration:** Can be used by **ANY** students
2. **Manual Registration**: This can only be used by students who do not require any advising. These students will register for all the courses that has been offered to their batch

Please follow the following steps to register:

1. **Online Registration**
   - ***a. Please see the Student Guide Video before you start to register***
   - b. Go to the website (www.hilcoe.net) and click on the ***Register Here*** button on the home page to start the application
   - c. Complete your registration according to the instructions given by the application

Use the following to login into the application:

Your User Name is: Your Student Code
Your password is: The last 2 letters of your Grandfather's name + The last 1 letter of your First Name + The last 2 letters of your Father's name + Your Student Code
Note: all letters in the password should be in the lower case except in the student code

2. **Manual Registration**
   - a. Go to the website (www.hilcoe.net)
   - b. Go to the Notice Board and open the Students' List

     SPRING 2020 - REGULAR Programme – List of Students with NO Cases
     SPRING 2020 – EVENING Programmes – List of Students with NO Cases
   - c. Look for your **Student Code** in the list of students for your batch
     - i. If you CANNOT find your **Student Code** in this list, then it means that you need to consult your advisor using the **ONLINE Registration Application**.
   - d. Go to the bank and pay the amount that has been stated for your batch
   - e. You will receive a text message form HiLCoE that will indicate that you have successfully completed the registration

Payments can be made at any branch of

DASHEN Bank (Acc. No. 0387904614011)

UNITED Bank (Acc. No. 1601816158019019)