

Form **D** (Repeating) ... Applying online – a quick guide

Screenshots in this guide, may not necessarily be identical in content to what you will be viewing on your screen at the respective stage of the process

Application window – Monday 19th till Saturday 31st July

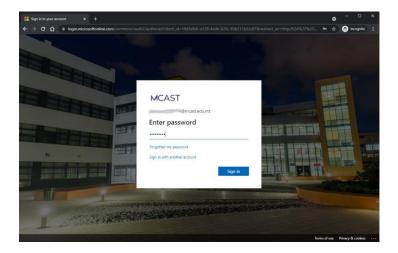
This *form D* is *ONLY* to be used if the end-of-programme result you received from your Institute, clearly shows that you need to repeat by attendance and assessment, unit/s you have failed on the same course you have started off.

Start off by entering the following URL – <u>https://mcast.classter.com</u>

It is from where you will be able to carry out this simple and short online application process. The best mode of submitting an online application is through using Chrome, Firefox, Safari, or similar on a Desktop PC or Laptop. Avoid taking the process through a mobile phone.



Using the credentials you have been using all through the year in making use of the CMIS, enter your credentials as per usual.



The example being used for the purpose of this guide, is a Level 4 Advanced Diploma in IT (Multimedia Software Development) at the Institute of Information and Communications Technology.

However, you are to choose the Institute and the course which apply to your case.

Once you are in, it is very important that you make sure that you would have chosen *your Institute* from the dropdown menu "Select Institute" ... <u>DO NOT</u> select Admissions & Records Department



Click on the Blue Button "Move to Registration" in order to continue with your studies during the upcoming academic year 2021/22.

	Information					
2 Dashboard		Sindly click on the Move to reregistration button below to re	×	day	week mor	
Registration & Enrollme						
		Move to reregistration			Sat 17/07	Sun 18/07
I My Units				Cancel		
L My Lecturers	-	Timeline View	9:45	_		
Academic Data						
Progress		# You don't have any notifications				
Attendance						
Requests		Quick Actions				
		Message Center	10:30			
		Mobile Apps				
		New Classfer App is now available on Android and IOS.				
		Google Play	11:00			

In the next screen, please read carefully what you are being asked to confirm in the tab labelled "*Course for Continuation of Studies*". Kindly also check that in the Personal Data tab, you are in agreement with the data showing in that tab. Ensure that the course code and title are correct, as is the Year of Studies you will be continuing to (in upcoming academic year 2021/22).

In the "*Personal Data*" tab, if there is data which you would like us to formally change such as Address, Post Code, Mobile Number etc (and which we can change without any related issues), please send an email to <u>mcast7888@mcast.edu.mt</u>. It is extremely important that you send this email from your MCAST email address. Be clear in the data you want to be changed, and always sign off your email using your name, surname, ID Number and the course you are registered on.

Once you have checked everything, please click on the Blue Button - "Submit Application"

Classter	E Online Reregistration Registration & Enrollments / Online Reregistration / Online Reregistration
Search	
🛄 Dashboard	This option is ONLY to be used • if you are eligible to continue your studies to the next year on your current course of studies (Form C)
	or else
Online Reregistration	• if you need to repeat (Form D) any units by attendance and assessment, given that you have not successfully completed the course as per the course regulations (and the final course results as presented to you by your Institute).
🛗 Timetable	If you wish to start off a completely new course, you will then need to submit an application using Form A (new). You may do so by sending an email to mcast7888@mcast.edu.mt, stating your name, surname, ID card number and reason for changing the course. Further information on how to apply will be sent to you via
My Units	email.
Structurers	Academic Year
🛃 Academic Data	Year 2021 - 2022 🔹
Progress <	1 Course for Continuation of Studies 2. Pesonal Data
Attendance	
Requests	Please confirm the below details for the continuation of your studies.
	Select Educational Program
	IT4-03-19 MCAST Advanced Diploma in IT (Multimedia Software Development)
	Year
	Year 2
	Comments
	Institute : 16 - Institute of Information and Communication Technology Period : 3 - Year 2020 - 2021 Powered by: The Classter Team 🛱 Version : 6.0.2021.10713

Proceed to next screen, clicking on Yes if you are sure of doing so.

Classter		eregistration	Institute of Infor	× → → → → → → → → → → → → → → → → → → →
Ciassiei	Registration &	Warning		
Search			mit your application? You will not be able to edit y	our application
Dashboard	 This option is ON If you are eligib 	once it has been submitted.		
negistration & Enrollments	or else		Ca	incel Yes
Online Reregistration	 If you need to r final course result. 	o ao presente to you ay your int	200002.p	ed the course as per the course regulations (and the
III Timetable				orm A (new). You may do so by sending an email to he course. Further information on how to apply will be sent to you via
💵 My Units	email.			
State My Lecturers	Academic Year			
Academic Data	Year 2021 - 2022		*	
T Progress	1 Course for Cont	tinuation of Studies 2 Pesor	nal Data	
Attendance				
Requests	Please review y	rour personal data details below.		
	Personal Det	ails		
	Abbreviation		Photo	Surname *
			$= \Omega^{\circ}$	Borg
	Name/Isem *		Middle Name/It-Tieni Isem	Gender/Generu
				Other Male Female
	Date of Birth/Data	tat-Twelid	Comments	
	Institute : 16 Institute	of Information and Communication	Technology Region 2 Very 2020 2021	Required by: The Classes Team + 1 Vertice : 6.0.2021 10712

You will be led to the final screen as follows....

Classter	Online Reregistration Institute of Informa Year 2020 - 2021 • Online Reregistration / Online Reregistration
Search	Information
🖵 Dashboard	Your re-registration application has been successfully submitted
Registration & Enrollments	Your application is submitted successfully
Online Reregistration	
Timetable My Units My Lecturers Academic Data Progress C	This option is DNLY to be used • If you are light to continue your studies to the next year on your current course of studies (form C) or rise • If you me to respect form D any units by attendance and assessment, given that you have not successfully completed the course as per the course regulations (and the final course results as presented to you by your instatute. If you winh to start of a completely on we course, you will then need to submit an application using from A.fnew, You may do so by sending an email to meas/3888@meast.edu.mt, stating your name, sumame, ID card number and reason for changing the course. Further information on how to apply will be sent to you via email.
 Attendance 	Academic Year
Requests	Yesr 2021 - 2022 *
	Your re-registration application has been successfully submitted. IT4-03-19 MCKST Advanced Diploma in IT (Multimedia Software Development) - Year 2 - Full-Time Pleas contact with institudes administrative office for further details or questions.
	Institute : 16 - Institute of Information and Communication Technology Period : 3 - Year 2020 - 2021 General by: The Classics Team 🖆 Version : 6.0.2021

Your online application (Form D) will be checked against the most recent result published by your Institute – setting the Form type with which you should be applying online (Form D repeating). This is something which is done during the processing. All applications received online, are processed accordingly across different phases, until end of August, when a communication will reach you.

If during the processing stages there will be issues with this application, the MCAST Admissions and Records Department will be in touch with you according to the need – and only if applicable.

It is important that during the month of September, you will be in touch with your Institute to check about the units you are repeating so that they will guide you according re timetabling for these failed units which will be repeated by attendance and assessment during the upcoming academic year 2021/22.

We thank you for again choosing MCAST to further your studies. We will all be doing our best to provide you with a positive learning and formative experience.

Should you require any further assistance in regards to online applications, you may wish to send an email to **mcast7888@mcast.edu.mt**

Please provide your full details (including your full name and surname, your ID Number and the course you are applying for). Explain the issue you are encountering and wherever possible please provide screenshots to support your explanation / requests. We will reply to your email communication, in due course.



OFFICE OF THE REGISTRAR Admissions and Records Department