

Admissions and Records Department - OFFICE OF THE REGISTRAR

This communication is intended for all MCAST students who are currently registered on a programme of studies and who will be able to access their end-of-year or end-of-programme results. Please dedicate 2 to 3 minutes to read this **important communication**.

Over the coming days - and by not later than 15th July 2022 - your Institute will be communicating with you through the usual Email and CMIS Internal messaging system. This way you will be informed...

1. That you can view your end-of-year or end-of-programme results through your CMIS (Classter) profile. That way, you will also be provided with steps as to how you can do that.
2. What action you need to take in order for you to settle your way forward towards the next academic year. If you have a complete result, you need to take the set action (as will be explained in the email you will receive, as well as indicated hereunder in a quick overview). This you will need to do **between the 18th and the 29th July 2022**, by clicking on the link you will be provided in the email you will receive from your Institute

Some important points to take note of:

1. If for some reason which the Institute would have communicated to you, you still have a **pending result** (not yet fully completed), you will be given a short period of time later on in September when the pending matters would be settled and the full year / programme result would be completed accordingly. The Institute will be in a position to provide you further information. At the bottom of the Result Report you will be able to view through your CMIS profile, you will also be given an indication of what would still be pending and so what you need to settle before you will be able to take the next step forward.
 2. If you are on an **Apprenticeship / WBL Placement**, you are reminded that you are still duty bound to honour and complete your contract until its last day – even if a result would have been issued for same WBL module in your programme of studies. The College's Apprenticeship and WBL department will be able to guide you further in this regard.
 3. If you are a student following a course at one of Levels 1, 2, or 3, and you have failed units from your programme, you are encouraged to take the opportunity of **Preventive Classes** during the summer months... please contact your Institute for further information.
 4. **What is your next step forward?**
 - o If you have successfully completed all the units in your current year of studies, you will be asked to register as a **Form C (Continuing)** students so that you can continue with your studies onto your next year on same course (be it year 2, 3 or 4).
 - o If you have failed one or more units and you need to repeat these by attendance and assessment if you are to proceed towards completing your current programme of studies, you will be asked to register using a **Form D (Repeating)**.
 - o If you have successfully completed a full programme of studies, you will be able to progress to the next level of studies (according to progression routes as set by MCAST Prospectus). To this effect you will be asked to register using a **Form B (Progressing)**.
- ✓ **Between the 18th and 29th July 2022**, you are to take any action related to above. This will be explained to you in the email notification you will be receiving from your Institute over the coming days. If you do not receive such an email from your Institute *by the 15th July*, it is best that you get in touch directly with your Institute about the matter
- o As explained in 1 above, if there are still any pending matters, your Institute will be guiding you towards completing such pending units or related. When this will be settled, you will be given a separate time window specifically for you to take the next action forward (as per above options, depending on your eligibility and circumstance).

Thanking you for your attention to the above.

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