

S.H. Ho College Communal Dining Registration and Attendance

We often dine together as a family, information in this document will facilitate you to enjoy your full college life and make S.H. Ho College your “home away from home”.

1) Dining Registration

The college offer three types of dinner, communal dining, and cultural dining and high table dinner. It is important and your responsibility to register your dining participation, please see attached PDF document for further details of dining registration. Registration and withdraw deadline for all dining events is 6:00 am of every Monday.

2) Dinner Box Coupon

Dinner Box Coupon is available for student who is not able to join communal dining due to University or College sports team training, compulsory academic courses or take part in competition for the College. There is no need to register for dining in this case and no attendance will be recorded.

Application for Dinner Box Coupon:

Please send an email to shhosa@cuhk.edu.hk **before 1:00 pm** on Friday in the previous week, the email should include your full name, SID and supporting document issued by Team Coaches, College or Department.

Collection of Dinner Box Coupon:

Upon recipient of the confirmation e-mail, applicant can collect the coupon at the Dean of Students' Office **before 5:30 pm** on the designated day, dinner box(with a drink/soup) can be redeemed on the same day from 5:30pm to 9:00pm by presenting the coupon at SHHO canteen.

***Sports Team may send a representative to collect the coupon for all teammates.**

3) Dining Preference

Please complete the online [Dining Preference Form](https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=5446133) at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=5446133> on or before 7 Jan 2019 if there is something we should pay attention to.

4) Vegetarian Table

Vegetarian table is available for students who registered to be a vegetarian, please complete the online [Dining Preference Form](https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=5446133) at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=5446133> on or before 7 Jan 2019 to join the Vegetarian table. (素食桌只開放予已登記為素食者的同學)

5) Friends of SHHO

Student who registered for dining are welcome to share your dining experience with friends and family by “Friends of SHHO” Scheme, details as below:

Types of Dining	Communal Dining (45 minutes) / Cultural Dining (90 minutes)
Eligibility	SHHO Students who registered the dining session
Quota	Each applicant can bring up to 2 “friends” at each dining event Overall quota will be allocate on a first-come-first-serve basis
Procedures	<ol style="list-style-type: none">1. Fill in the application form at the dining reception before 7:00pm, .2. Pay in cash for the meal (\$34 for Communal Dining/ \$85 for Cultural Dining)3. Get a label of “Friends of SHHO”.4. Enjoy the dinner.

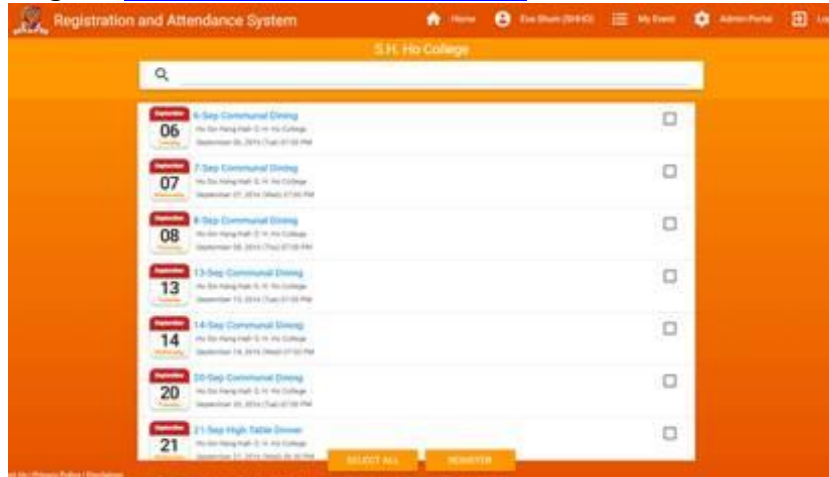
A) User Manual Registration System

Registration / withdraw deadline for all dining events is 6:00am of every Monday

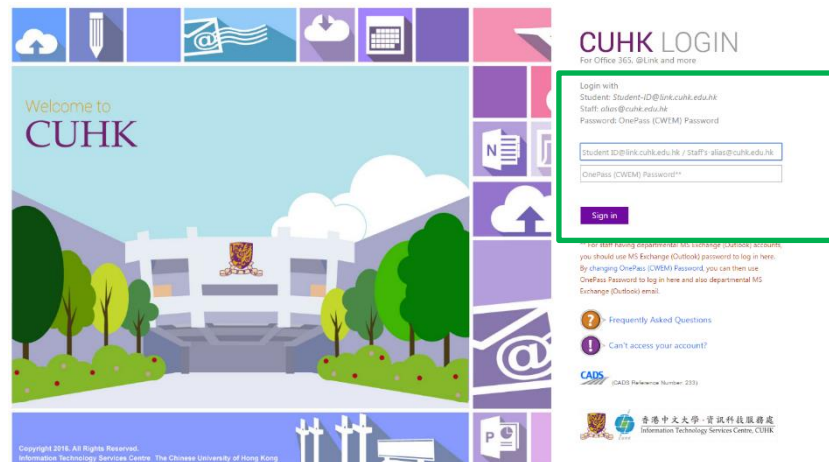
Go through College website: <http://www.shho.cuhk.edu.hk> (click “e-Ticket”)



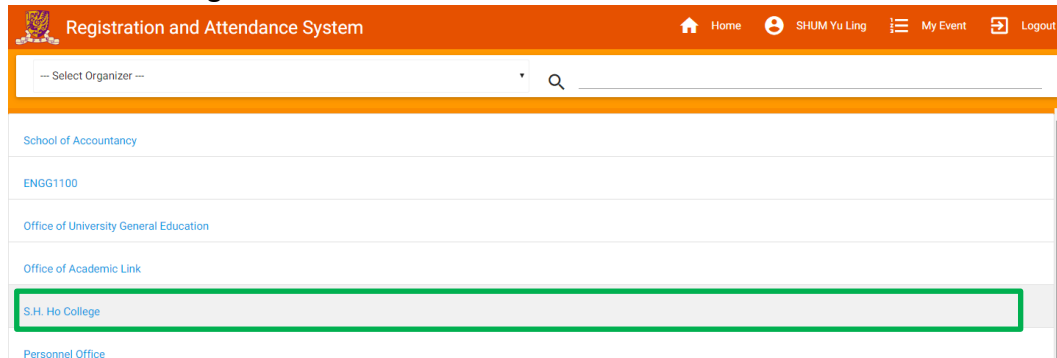
Or go to <https://www.cuhk.edu.hk/ras>



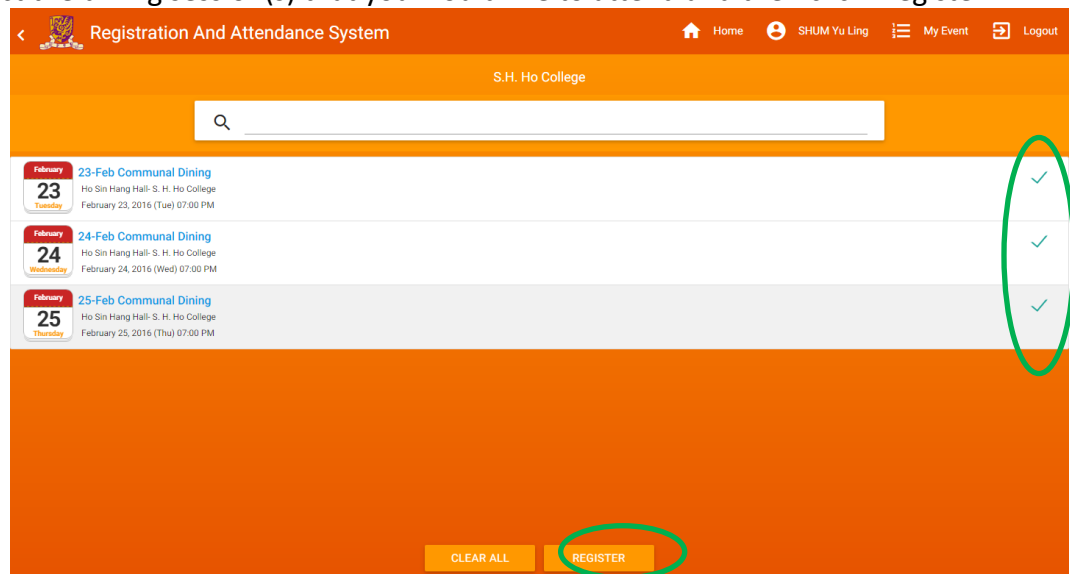
Login with your *Student-ID@link.cuhk.edu.hk* and *OnePass (CWEM)* password



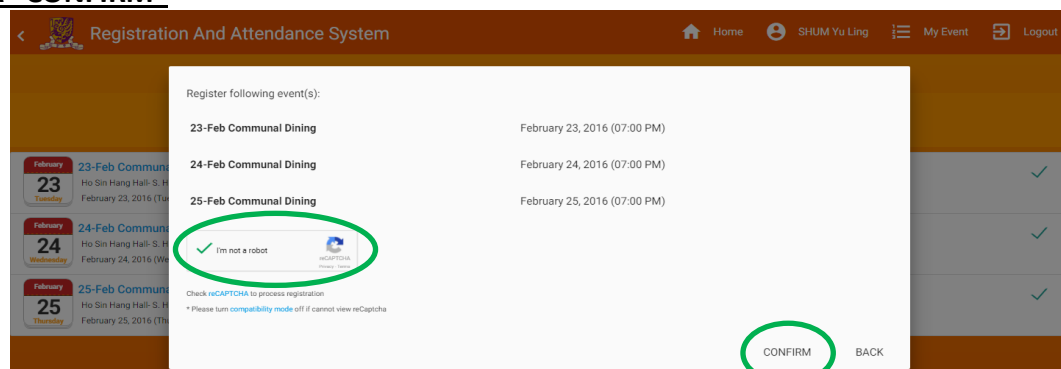
Click "S.H. Ho College:



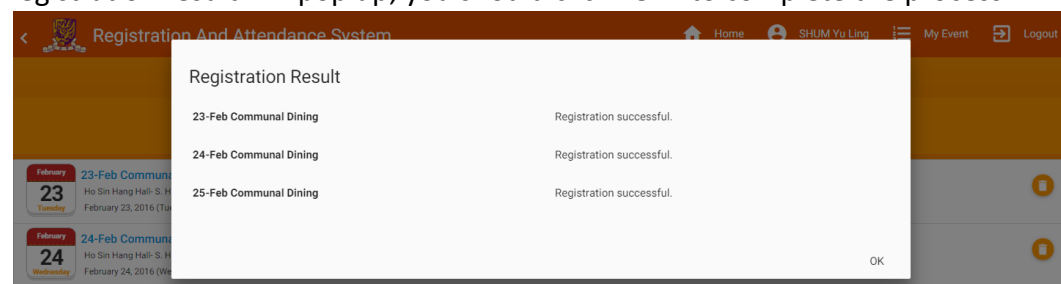
Select the dining session(s) that you would like to attend and then click "register".



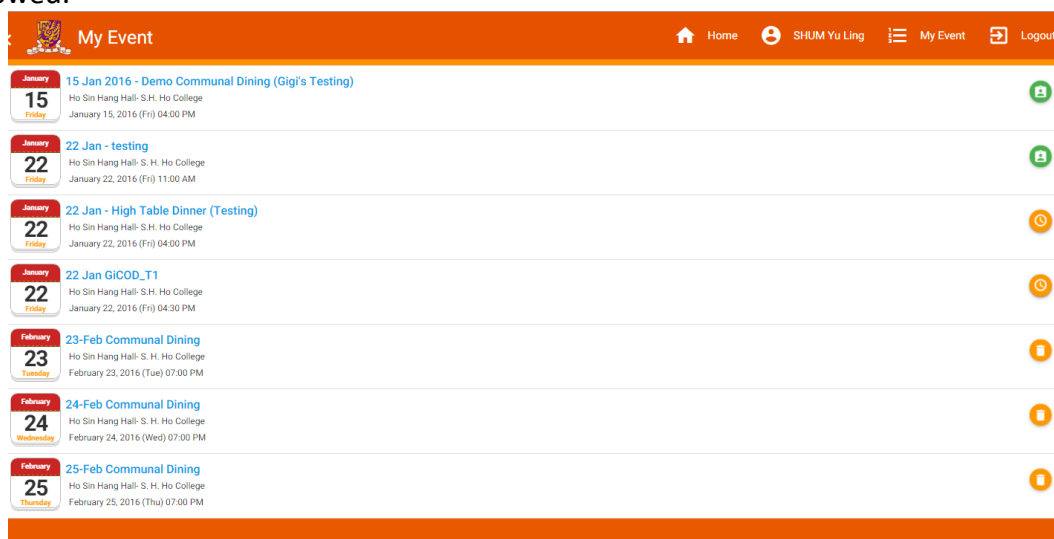
Then a pop up screen will be shown as below. **You MUST tick I'm not a robot and then click "CONFIRM"**



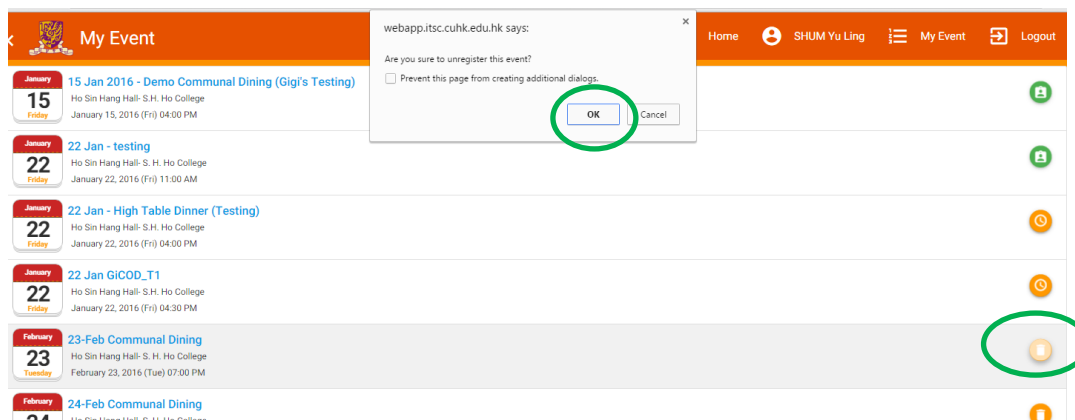
The Registration result will pop up; you should click "OK" to complete the process.



To check your registered events, click “My Event”, your registered events will be showed.



To unregister event, click “My Event”, your registered events will be showed. Click the “rubbish bin” next to the event you would like to unregister and then click “OK” to confirm.



B) Leave Application for Communal & Cultural Dining

In case of illness, academic or other non-medical reasons necessitating non-attendance of a registered session, a student shall email your FULL English Name, Student ID Number and a leave reason to shhosa@cuhk.edu.hk **before 12:00 noon** of the registered dining date to cancel your registration record.

C) Walk-in Policy for Communal & Cultural Dining

Maximum **30** walk-in quotas for each dining (excluded High Table Dinner) are available at 18:30 on a first-come-first-serve basis, attendance will be recorded in the incentive system.

D) Dining Attendance at Communal & Cultural Dining

Student who registered for dining shall **take attendance** with his/her CU Link Card **at the dining reception counter**. Continues absent after registration is considered as irresponsible behaviour. Such cases will be notified to the Dean of Students' Office for further action.

Dining attendance will be recorded as follows:

Type	Record	Remarks
Registration + Attendance	Yes	Contribution to the Incentive System
Non-registration + Absence	No	No penalty or punishment
Registration + Absence	Abs	Frequent "Absences" after registration is considered irresponsible behaviour
Registration + Leave Application	No	Applying for leave of absence after registration is considered responsible behaviour

E) Dining Attendance at High Table Dinner

You must take attendance with your CU Link Card **TWICE**

- First time: 6:30 pm - 6:45 pm
- Second time: at the end of the high table dinner, around 9:00 pm
- No walk-in quota is available for high table dinner

For **lateness after 6:45 p.m. but before 7:00 p.m.**, frontline staff will keep your CU Link Card at the counter, please collect your CU Link Card and **an official warning letter** after the High Table Dinner at the reception counter.

No entry for:

- Lateness after 7:00 pm
- Lateness after 6:45 pm who has received the official warning letter previously
- No registration
- Wrong dress code

The attendance of high table dinner will determine whether you pass or fail GESH1000 in each term, which will be shown on your transcript. 80% attendance in each term (i.e. 2 out of 3 in the 1st term / 3 out of 4 in the 2nd term) will be considered satisfactory.

F) Leave Application Channel for High Table Dinner

- For illness or academic reasons, you could apply for leave **before 1:00 pm** on Friday in the previous week, please email your full English name, Student ID number and a leave reason with supporting document, to shhosa@cuhk.edu.hk.
- For student who will arrive late due to academic reasons, you could apply for late approval by the same method as leave application.
- Late submission or inadequate information will not be accepted.

G) Dress code for high table dinner

- The college gown is a mandatory item in High table dinner. You should keep it clean and tidy and wear it for each high table dinner.
- You should wear formal attire under the gown, pls see below visual illustration.

Do	Do	Don't
		
		