

July 15, 2014

Dear Students,

**CAES2202: Professional English for Arts Students**

Please note that the Student Information System (SIS) will randomly assign you a class group according to your course schedule. As such, you are required to check your class group allocation result on-line on December 5, 2014.

If you wish to change the class group assigned to you, please make your request through the SIS online during the second semester add/drop period (January 19 – 30, 2015). However, you should continue to attend lessons in the assigned class group until you have received an email notifying you that your application for class change has been approved. There is no guarantee that your application will automatically be approved.

Yours sincerely,



Professor Ken Hyland  
Director  
and Chair of Applied Linguistics

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