

Who to Contact for Specific Reasons

Reason	Contact
I have changed my name or address.	Registrar - Ann King Phone: 04 819 8381 Email: a.king@ctc.ac.nz
I need to change the courses (papers) for which I have enrolled	Registrar - Ann King Phone: 04 819 8381 Email: a.king@ctc.ac.nz The only way you can change your course of study is to notify the registrar.
I don't think I can make the next course in which I am enrolled	Registrar - Ann King Phone: 04 819 8381 Email: a.king@ctc.ac.nz If you need to cancel a course this will mean a change to your enrolment. The only way you can change your enrolment is to notify the registrar.
I need to know if my assignment was received	Phone or email your course lecturer.
I think I have missed an assignment deadline	Phone or email your course lecturer.
I am not sure who to speak to about the course	Phone or email the course lecturer, site coordinator and if required the Dean.
I don't understand the assessment tasks	Phone or email the course lecturer.
I think my grade is incorrect.	Phone or email the course lecturer. There are procedures to follow if this first contact is not satisfactory. These procedures are in the Policies and Procedures section.
I think I should withdraw	Phone or email the course lecturer and if required the site coordinator.
I am going to withdraw	You must complete the withdrawal form at the end of this manual and forward it to TCI. The only way you can withdraw is to notify the registrar.
I am having trouble keeping up with the work	Phone or email the course lecturer and if required the site coordinator.
I want to find the entry requirements and course information for another programme of study I am interested in	Look on the website Our Programmes and choose the qualification you wish to enrol in. Contact the site coordinator (for levels 5 or 6) or Dean Level 7 (Grad. Dip & BDiv) if you want to discuss matters further.
Due to unforeseen circumstances, I cannot complete part of the assessment tasks.	There is provision for extensions and aegrotat. Look at the relevant sections, policies, and procedures in this Manual.
Pastoral Care concerns	Contact the relevant Pastoral Care Person.