

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

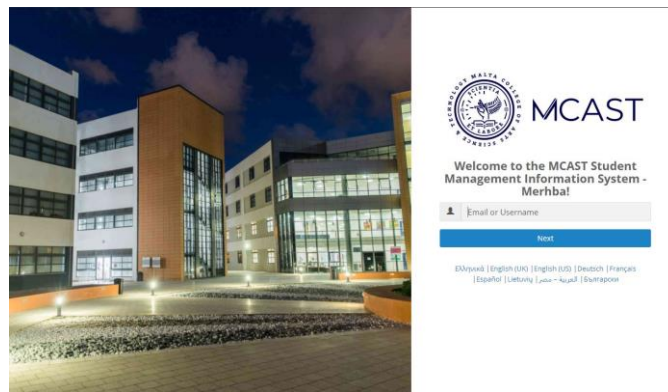
Screenshots in this guide, may not necessarily be identical in content to what you will be viewing on your screen at the respective stage of the process

Application window – Monday 19th till Saturday 31st July

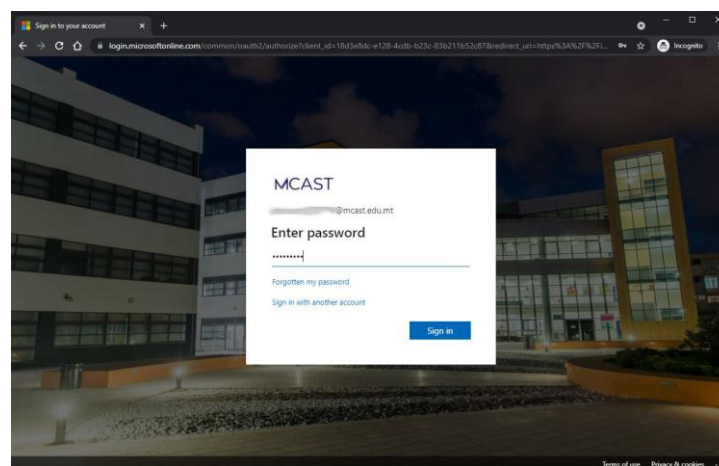
This **form D** is **ONLY** to be used if the end-of-programme result you received from your Institute, clearly shows that you need to repeat by attendance and assessment, unit/s you have failed on the same course you have started off.

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

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.



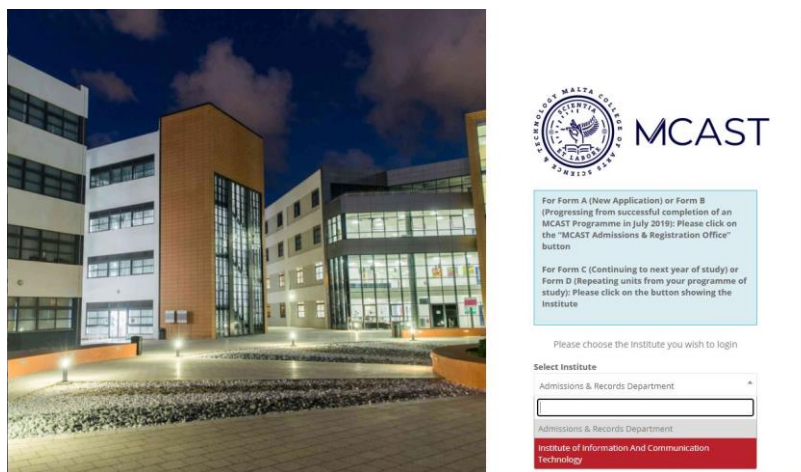
Using the credentials you have been using all through the year in making use of the CMIS, enter your credentials as per usual.



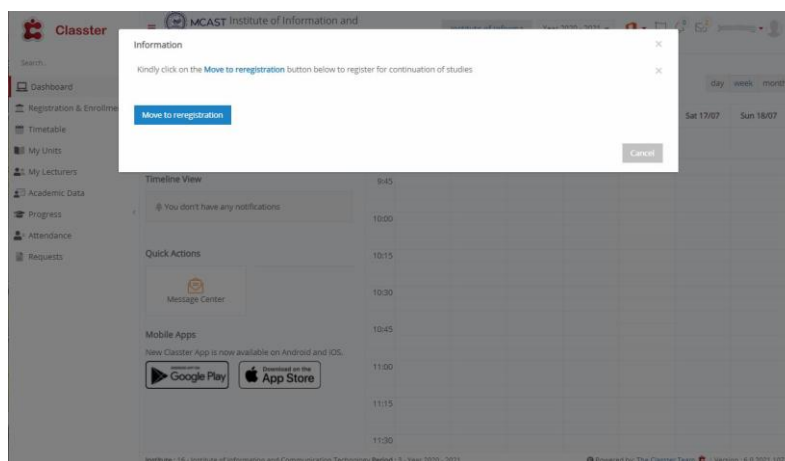
The example being used for the purpose of this guide, is a Level 4 Advanced Diploma in IT (Multimedia Software Development) at the Institute of Information and Communications Technology.

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**” ... DO NOT select Admissions & Records Department



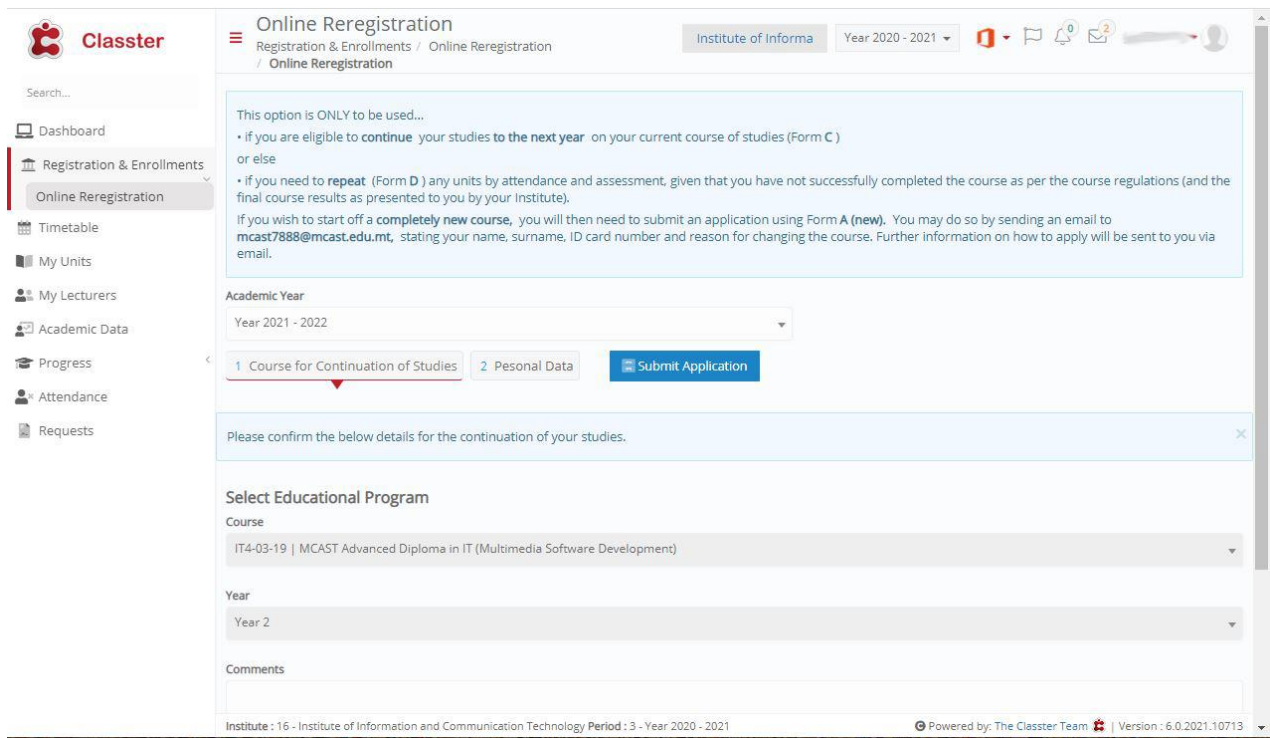
Click on the Blue Button “**Move to Registration**” in order to continue with your studies during the upcoming academic year 2021/22.



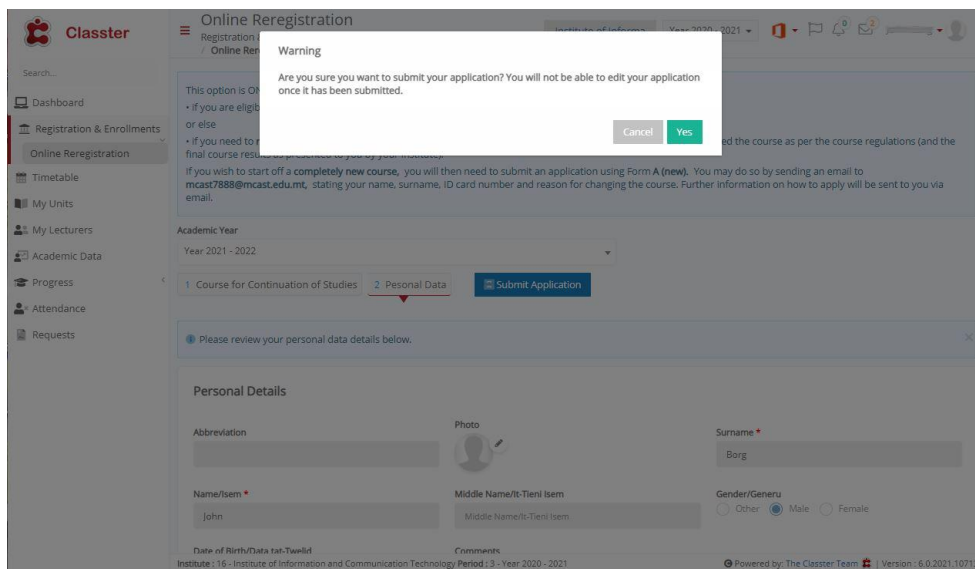
In the next screen, please read carefully what you are being asked to confirm in the tab labelled “*Course for Continuation of Studies*”. Kindly also check that in the Personal Data tab, you are in agreement with the data showing in that tab. Ensure that the course code and title are correct, as is the 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 mcast7888@mcast.edu.mt. 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.

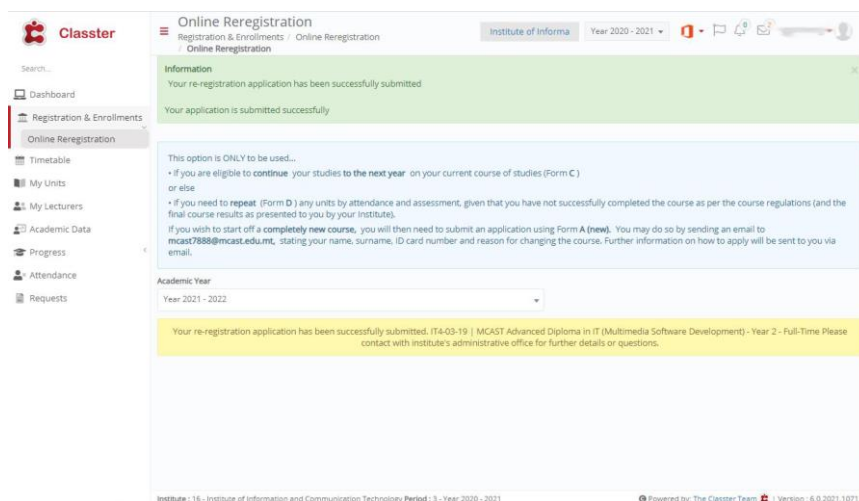
Once you have checked everything, please click on the Blue Button – “**Submit Application**”



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



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



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.



MCAST

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Admissions and Records Department