

WINTER SEMESTER 2022 TIMETABLE

The *Winter Semester, 2022 Timetable* provides information regarding units that are held as intensive on campus classes.

The information contained in this timetable is correct at the time of publication but is subject to change. Please check MyCHC and the CHC website regularly for updates.

INTENSIVE CLASSES

The information below provides the schedule by unit code of *on campus* classes that are held on an **intensive** basis. Each entry includes a *unit code*, *lecturer's initials* and the *days* and *dates* of the intensive sessions. Be sure to locate all instances of where a unit code appears.

Intensive classes are conducted in a series of whole- or part-days. Attendance is required at all dates given for a unit. Further information regarding these classes, including daily session times, is available from the relevant School Administration Office.

WEEK COMMENCING	CHC WEEK	SOCIAL SCIENCES
6 June	1	FC241 (SL): Tue-Wed 7-8 June [A3] FC342 (SL): Thu-Fri 9-10 June [A3] SO110/CO510 (NR): Thu-Sat 9-11 June [C1]
13 June	2	
20 June	3	SO110/CO510 (NR): Thu-Fri 23-24 June [C1]
27 June	4	
4 July	5	
11 July	6	

CHANGING YOUR UNIT ENROLMENT

After completing your initial unit enrolment for a semester or study period, you can change your unit enrolment (add and/or delete units) by following the directions below. If you have difficulty with any of these processes, please contact your Course Coordinator.

ENROL IN (ADD) UNITS

UP TO AND INCLUDING THE LAST DATE FOR ADDING UNITS

You can enrol in (add) units via the *MyCHC* portal up until and including the last date for adding units (as advertised), as follows:

1. From the <i>MyCHC</i> home page, select the Class Enrolment icon.
2. Choose your current course name.
3. Choose the semester you want to enrol in.
4. Keep the term as "1".
5. Keep the enrolment type as "All".
6. Tick the unit(s) you want to enrol in.
7. When you have selected a unit(s), the class list will appear at the bottom of the screen. Tick the class you want to enrol in (if available, online and on campus options will show).
8. Click the Enrol Now button located on the right-hand side of the screen.

AFTER THE LAST DATE FOR ADDING UNITS

If you wish to enrol in (add) units after the last date for adding units, you must contact your Course Coordinator as adding units after this date can be done in special circumstances only.

DELETE (DROP) UNITS

If you wish to delete (drop) units at any time after completing your initial unit enrolment for a semester or study period, you must complete an [Amend Unit Enrolment – Delete Unit](#) form on the CHC website. The date of the change is the date on which the form is submitted.

Units may be deleted at any time up until the date of the end of the semester or study period (as advertised). Please note that deleting units may impact upon transcript data and fees payable depending upon when the change is made, as outlined in the 'Administrative Dates' section below.

ADMINISTRATIVE DATES

The following administrative dates apply to changes to unit enrolment:

ACTION	WEEK	WINTER SEMESTER 2022
Semester commences	Beginning of Week 1	Monday 6 June
Last day for adding units	End of Week 1	Friday 10 June
Last day for deleting (dropping) units without financial penalty (census date)	Census date	Monday 13 June
Last day for deleting (dropping) units without academic penalty	End of Week 3	Friday 24 June
Semester ends	End of Week 17	Friday 15 July

The conditions that apply to *deleting (dropping)* units in all courses are as follows:

DATE OF DROPPING UNIT	TRANSCRIPT ENTRY	FINANCIAL LIABILITY
On or before last day for deleting (dropping) units without financial penalty (census date)	WP (Withdraw Prior to Census)	Nil
After last day for deleting (dropping) units without financial penalty (census date) to last day for dropping units without academic penalty	W (Withdraw)	Full unit costs ¹
After last day for deleting (dropping) units without academic penalty to end of semester/study period	WF (Withdraw Fail)	Full unit costs ²

¹ Tuition fees for students in fee-paying places, or student contribution amount for students in Commonwealth supported places.