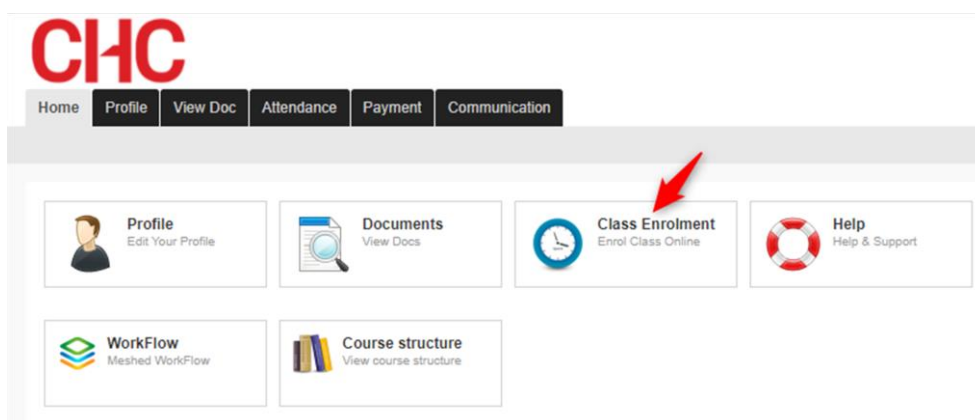


Class Enrolment via Student Management System

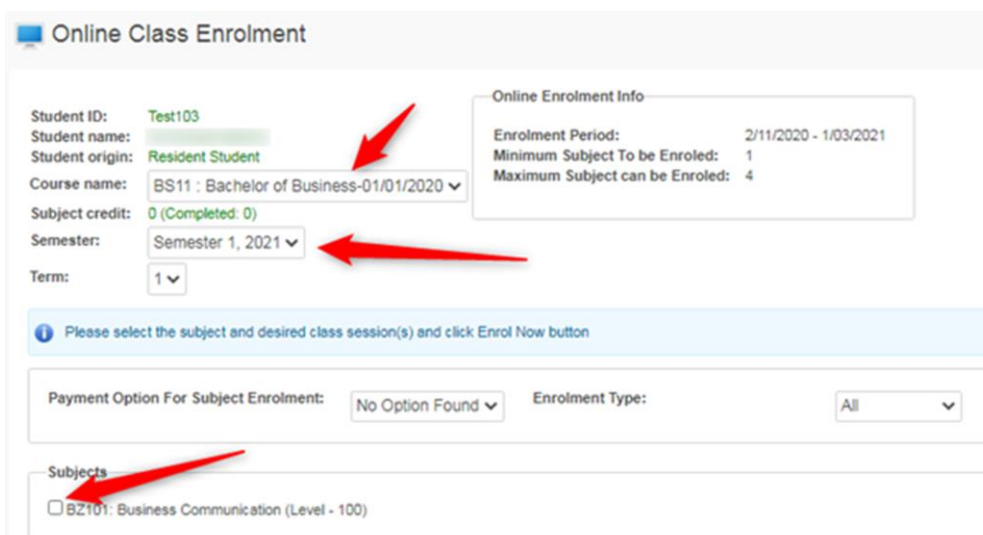
The Student Management System allows you to self-enrol into your course units. Please note that only eligible units for your course will be made available. CHC Student Administration will email you when upcoming semester enrolments are open. When an enrolment period is opened, please follow the steps outlined below to enrol into your selected units.

Note: If there are units which do not appear and you wish to enrol in, please contact your course coordinator.

1. From your Home page, select the **Class Enrolment** quick access icon.



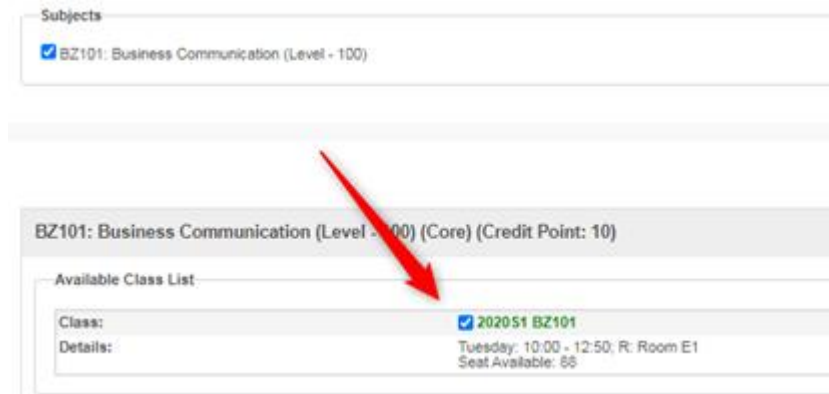
2. Choose your current course, semester you want to enrol in, and tick the subject(s).

The screenshot shows the 'Online Class Enrolment' form. It includes the following fields and sections:

- Student ID: Test103
- Student name: [Redacted]
- Student origin: Resident Student
- Course name: BS11 : Bachelor of Business-01/01/2020 (dropdown menu)
- Subject credit: 0 (Completed: 0)
- Semester: Semester 1, 2021 (dropdown menu)
- Term: 1 (dropdown menu)
- Online Enrolment Info: Enrolment Period: 2/11/2020 - 1/03/2021, Minimum Subject To be Enroled: 1, Maximum Subject can be Enroled: 4
- Payment Option For Subject Enrolment: No Option Found (dropdown menu)
- Enrolment Type: All (dropdown menu)
- Subjects: B2101: Business Communication (Level - 100) (checkbox)

Red arrows point to the 'Course name', 'Semester', and 'Subjects' sections.

- When you have selected a subject(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 along with any tutorial options).



The screenshot shows a web interface for selecting subjects and classes. At the top, there is a 'Subjects' section with a checkbox next to 'BZ101: Business Communication (Level - 100)'. Below this, there is a section for 'BZ101: Business Communication (Level - 100) (Core) (Credit Point: 10)'. Underneath, there is an 'Available Class List' section. A red arrow points to a checkbox next to '2020S1 BZ101'. Below this, the details for the class are shown: 'Tuesday: 10:00 - 12:50; R: Room E1' and 'Seat Available: 66'.

- Click the **Enrol Now** button located on the left-hand side of the screen.
- Repeat steps 2 to 4 for your remaining unit selections.
- Please note that you are able to unenroll yourself from a unit and re-select another. If you have difficulty removing a unit, please contact your Course Coordinator directly via email as soon as possible. They will be able to reverse your selection and assist you to enrol in an alternative unit if required.