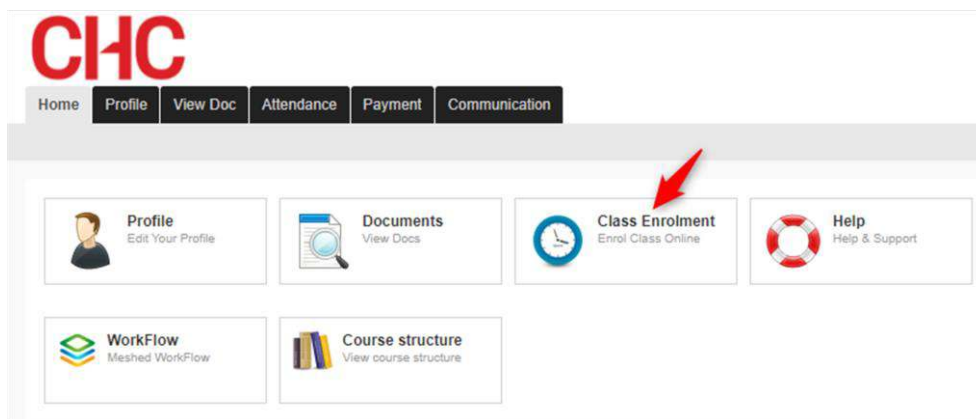


Class Enrolment via Student Management System

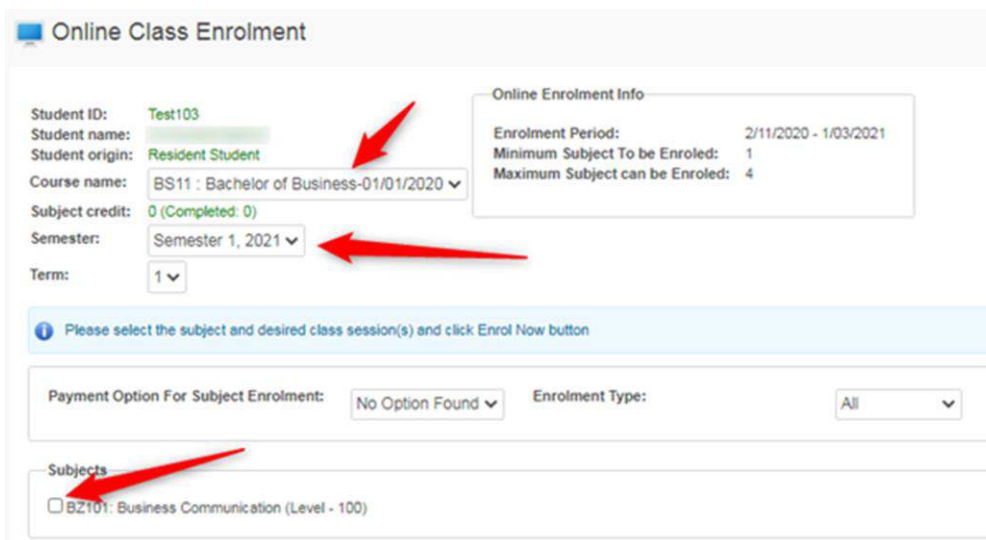
The Student Management System allows you to self-enrol into your course units. Please note that only eligible units for your course will be made available. CHC Student Administration will email you when upcoming semester enrolments are open. When an enrolment period is opened, please follow the steps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

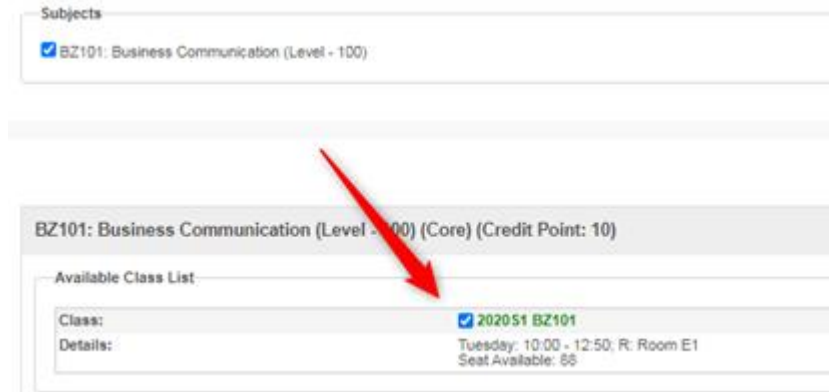
1. From your Home page, select the **Class Enrolment** quick access icon.



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 fields for Student ID (Test103), Student name, Student origin (Resident Student), Course name (BS11 : Bachelor of Business-01/01/2020), Subject credit (0 (Completed: 0)), Semester (Semester 1, 2021), and Term (1). A box on the right contains Online Enrolment Info: Enrolment Period (2/11/2020 - 1/03/2021), Minimum Subject To be Enroled (1), and Maximum Subject can be Enroled (4). Below these fields is a blue instruction bar: "Please select the subject and desired class session(s) and click Enrol Now button". Further down are fields for Payment Option For Subject Enrolment (No Option Found) and Enrolment Type (All). At the bottom, there is a "Subjects" section with a checkbox for "BZ101: Business Communication (Level - 100)". Red arrows point to the Course name, Semester, and Subject selection fields.

- 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 displays a web interface for subject selection. At the top, a box labeled 'Subjects' contains a checked checkbox next to 'BZ101: Business Communication (Level - 100)'. Below this, a section for 'BZ101: Business Communication (Level - 100) (Core) (Credit Point: 10)' is shown. Underneath, an 'Available Class List' section contains a table with two rows. The first row has a checked checkbox and the text '2020S1 BZ101'. The second row has the text 'Tuesday: 10:00 - 12:50; R: Room E1' and 'Seat Available: 66'. A red arrow points from the top of the class list section down to the '2020S1 BZ101' entry.

Available Class List	
Class:	<input checked="" type="checkbox"/> 2020S1 BZ101
Details:	Tuesday: 10:00 - 12:50; R: Room E1 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.