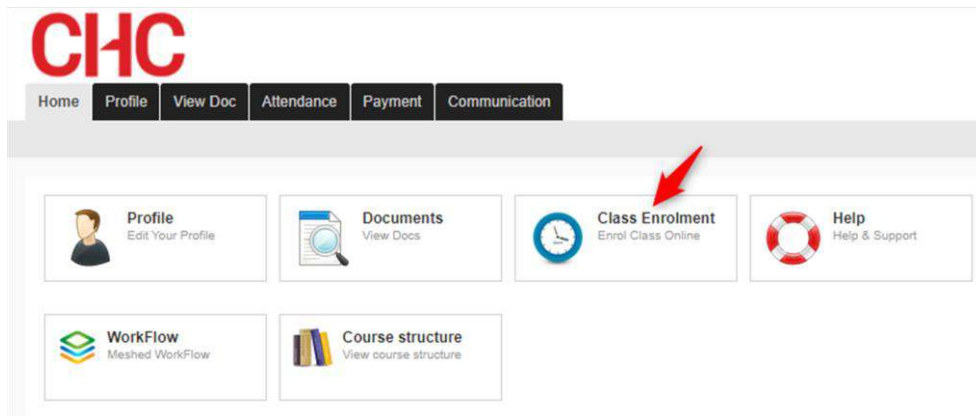


Class Enrolment via MYCHC

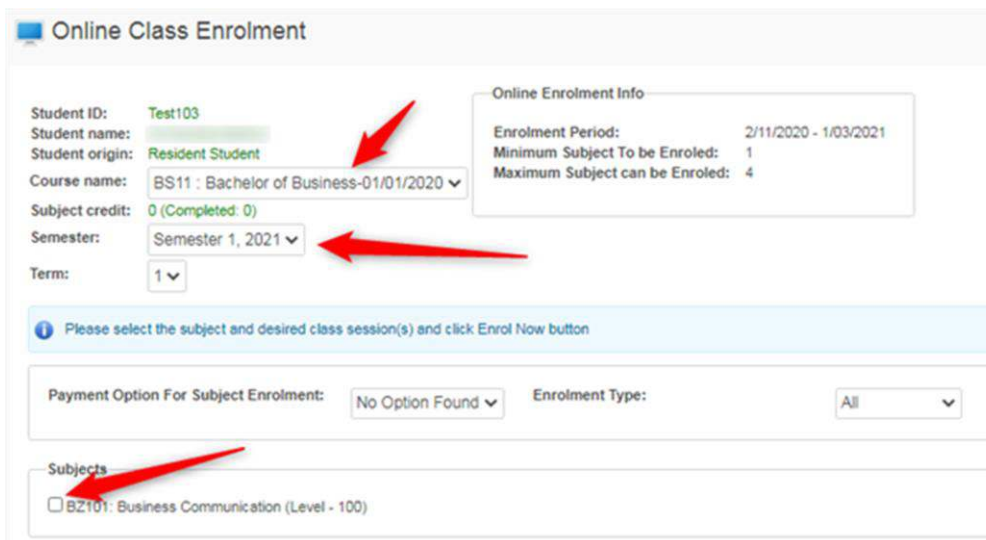
MYCHC allows you to self-enrol into your course units. Please note that only eligible units for your course will be made available. CHC Student Administration will email you when upcoming semester enrolments are open. When an enrolment period is opened, please follow the steps outlined below to enrol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

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

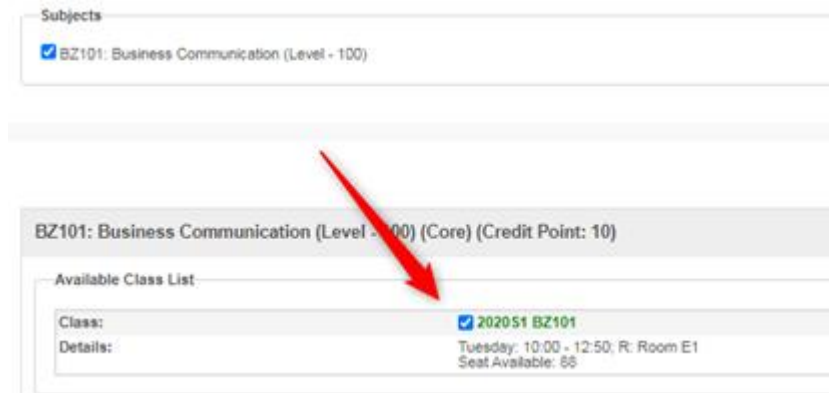
1. From your Home page, select the **Class Enrolment** quick access icon.



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

The image shows the 'Online Class Enrolment' form. It displays student information: Student ID: Test103, Student name: [redacted], Student origin: Resident Student. Course selection: Course name: BS11 : Bachelor of Business-01/01/2020, Subject credit: 0 (Completed: 0), Semester: Semester 1, 2021, Term: 1. A red arrow points to the Semester dropdown. An 'Online Enrolment Info' box shows: Enrolment Period: 2/11/2020 - 1/03/2021, Minimum Subject To be Enrolled: 1, Maximum Subject can be Enrolled: 4. A blue banner reads: 'Please select the subject and desired class session(s) and click Enrol Now button'. Below are fields for 'Payment Option For Subject Enrolment: No Option Found' and 'Enrolment Type: All'. A 'Subjects' section contains a checkbox for 'BZ101: Business Communication (Level - 100)', with a red arrow pointing to it.

- 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 the MYCHC interface. At the top, a 'Subjects' section shows 'BZ101: Business Communication (Level - 100)' with a checked checkbox. Below this, a red arrow points to the 'Available Class List' section for 'BZ101: Business Communication (Level - 100) (Core) (Credit Point: 10)'. The class list shows '2020S1 BZ101' with a checked checkbox, and details: '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.