



**All the  
information you  
need for your  
start at CHE**

# **Information booklet**

## **For Kies op Maat students**

# WELCOME!

How great that you are joining us for a minor or multiple minors!

Below you will find all the information you need for a good start at CHE.

Enjoy and good luck with your minor(s)!

## BEFORE YOU START YOUR MINOR(S) AT CHE

### Student Registration

Before you can officially become a student with us, you need to submit the following two documents:

- ❖ Learning agreement(s). You must submit one learning agreement per minor.
- ❖ Proof of Paid Tuition Fee (more on this later).

Once we have received these two documents, we can register you in our student tracking system, Osiris, and you will officially be a student at CHE.

### Login credentials

You will automatically receive your login credentials once we have registered you as a student. With your login details, you can access the following CHE systems:

- ❖ Xedule (to view your schedule)
- ❖ Itslearning (to see homework and other course materials; access is granted shortly before the minor starts)
- ❖ Osiris (to register for exams and view your grades)
- ❖ CHE app (more on this later)

*Note:* Your login credentials may end up in your spam folder.

### Proof of Paid Tuition Fee (BBC)

Before you can be registered as a student, we need to have a Proof of Paid Tuition Fee (BBC) from you.

A BBC is a document that proves you have paid tuition fees at an educational institution.

**When do you need it?** If you are studying at two educational institutions and have to pay tuition fees, you do not need to pay full tuition again at the second institution, only any additional costs.



**What does it include?** The document states your name, student number, and the academic year for which you have paid.

**How to request it?** This depends on your institution. Some universities or colleges allow you to request a BBC when registering in Studielink. If this is not the case for your institution, email the Finance Department of your institution and ask them to send a Proof of Paid Tuition Fee to CHE.

*Note:* You can only request a BBC from your institution after you have submitted a direct debit authorization for tuition fees there.

## Viewing your schedule

You can view your schedule once you have received your login credentials. You can access your schedule via Xedule by logging into the CHE website (scroll to the bottom of the homepage for the login link).

- ❖ If you are taking a minor(s) in the first semester, you can view your schedule from July 1 before the start of your minor(s).
- ❖ If you are taking the Outdoor Experience minor in the second semester, you can view your schedule once you receive your login details.

## CHE App

The MijnCHE App is the official app of the Christian University of Applied Sciences Ede.

With the MijnCHE App, you can:

- ❖ View your schedule
- ❖ Check teacher schedules
- ❖ View course schedules
- ❖ See your grades
- ❖ Check teacher absences
- ❖ Receive notifications for new grades
- ❖ Track your study progress

## DURING YOUR MINOR(S) AT CHE

### Exam registration

As a KOM student, you must register for exams at CHE. This is not automatic. You will receive an email from [cheminors@che.nl](mailto:cheminors@che.nl) about registering for exams. Be sure to do this on time. Without registration, you cannot take exams.

### Special Exam Arrangements (BTR)

If you have a disability that affects your studies, such as dyslexia, ADHD, ASS, a chronic (mental) illness, or a visual, auditory, or motor impairment, you may be eligible for special exam arrangements (BTR). This may grant you additional exam time.

**What to do?** Apply for BTR in your first week via Osiris Zaak. Do this on time, as you can only use the arrangement after approval by the minor examination board.

Questions? Contact [studentenwelzijn@che.nl](mailto:studentenwelzijn@che.nl) for assistance.

### Service Desk + ICT Helpdesk

In the Atrium, you will find two desks: the Service Desk and the ICT Helpdesk. If you have issues with your laptop, Wi-Fi, or other technical matters, visit the ICT Helpdesk.

At the Service Desk, you can go for:

- ❖ Lost and found items
- ❖ First aid
- ❖ Practical questions
- ❖ Reserving AV equipment, such as a laptop, extension cord, or speaker

### Student Desk

The Student Desk is located in the large office to the left of the main entrance, where the minor team is also located. You can ask questions here about your Osiris registration, minors in general, and other educational matters from 9:00 AM to 5:00 PM on working days.

### Student Wellbeing

Many factors influence your study success. Some students seek extra challenges, while others need additional support. If you feel stressed, overwhelmed, or experience obstacles related to your studies or health, you are welcome to use the Student Wellbeing team at CHE.

Your first point of contact is your study advisor/coach/program mentor. If that is not possible or desirable, you can contact a student success advisor. They can assist you with study-related obstacles or financial problems.

For financial matters, study arrangements, or procedures, contact a student counsellor or the Finance Department.

If you need support studying with a disability, you can consult the Pastoral Care team, a student psychologist, or a student confidential advisor.

Questions or need more information? Email [studentenwelzijn@che.nl](mailto:studentenwelzijn@che.nl).

## Student Confidential Advisors

The student confidential advisor is the contact person for students who have experienced unwanted behaviour. If this applies to you, contact our confidential advisors: Jenny Roeberts and Evelien Gardebroek. They will discuss the issue with you and explore possible solutions to stop the unwanted behaviour.

Contact Jenny and Evelien via [vertrouwenspersoon@che.nl](mailto:vertrouwenspersoon@che.nl). To speak to them personally, you can call or message Jenny at 0031612590139.

# AFTER YOUR MINOR(S) AT CHE

## Certificate

Once your final grades are recorded, you will receive a certificate with your results.

- ❖ If you take a minor only in the first part (September to November), you will receive your certificate after that part.
- ❖ If you take one or two minors for the entire semester (September to February), you will receive your certificate(s) at the end of the semester.
- ❖ If you take the Outdoor Experience minor in the second semester, you will receive your certificate before the summer vacation.

You can submit this certificate to the examination board of your own institution.

**Note:** CHE results are not automatically transferred to your institution!

## Unenrollment

You do not need to unenroll from CHE. This will be handled by the CHE minor team.

## CONTACT INFORMATION

### Minor Team CHE Minors

The minor team signs your learning agreement, handles all administrative matters related to your minor, and ensures your certificate is processed.



[cheminors@che.nl](mailto:cheminors@che.nl)



Student Desk, S.O 145

Sarine Drost  
Coördinator Minors

Miriam Zoeter  
Support Minors

### Examination Board Minors

If you forgot to register for an exam and your result cannot be recorded, if you missed an exam due to circumstances, or if you have other exam-related issues, contact the examination board via [excieminors@che.nl](mailto:excieminors@che.nl).