

**CHC**

# **STUDENT GUIDE**

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**2024 EDITION**

# CHC SERVICES

Need help? CHC has a range of services to help you succeed on your student journey.

## STUDENT SUPPORT SERVICES

Make the Student Services Team your first point of contact at CHC for your academic study needs, health and wellbeing, and pastoral care needs. You can find us in the Library+ building, Monday to Friday 8:30am to 5:00pm, email us at [studentservices@chc.edu.au](mailto:studentservices@chc.edu.au) or contact us on 07 3347 7976.

## STUDY SUPPORT

Need help with academic writing, referencing, time management or research skills? Study Support appointments with the Student Learning Advisor are free for students and can be conducted face to face or online. For more information regarding Study Support, make a booking using the QR code or email [studysupport@chc.edu.au](mailto:studysupport@chc.edu.au)



## DISABILITY AND ACCESSIBILITY SUPPORT



Disability Support is available to any student with a disability, short-term or long-term injury, illness, or health condition. For more information regarding how Disability Support can assist you, email: [disabilitysupport@chc.edu.au](mailto:disabilitysupport@chc.edu.au)

## WELLBEING AND COUNSELLING

The CHC Counselling and Support Centre is a safe space where you'll be valued and supported to explore any concerns or life issues that are impacting your wellbeing or preventing you from achieving your goals. Access to the Counselling Centre is free of charge for students. To book an appointment, email [counselling@chc.edu.au](mailto:counselling@chc.edu.au) or drop into the Centre located at C block.

## STUDENT ADVOCACY

Student Advocacy is a free service to assist students in understanding the intent of CHC's academic grievances, policies and processes. For more information regarding Advocacy, email: [studentadvocacy@chc.edu.au](mailto:studentadvocacy@chc.edu.au)

## ADMINISTRATION SERVICES

The Student Administration team is located in E block. Admin staff will assist you with enquiries about your enrolments, fees, visas, payments, unit selection, and much more.

## SCHOOL ADMINISTRATION OFFICERS (AOs)

The first point of contact when you need information relating to your study requirements, or appointments relating to your course. Depending on your school, Contact:

- Business [business@chc.edu.au](mailto:business@chc.edu.au)
- Education [education@chc.edu.au](mailto:education@chc.edu.au)
- Ministries [ministries@chc.edu.au](mailto:ministries@chc.edu.au)
- Social Sciences [socsci@chc.edu.au](mailto:socsci@chc.edu.au)

## ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS

CHC is committed to providing a supportive and safe learning environment for our Aboriginal and Torres Strait Islander students; helping them to achieve academic success.





## INTERNATIONAL STUDENTS

We understand that living and studying away from your home country can be challenging. Student Services offers dedicated support for international students to help you with information about CHC, settling into Brisbane, academic progress and support, fees and finances, and much more. Student Services is located in the Library+ building **Monday to Friday – 8:30am to 5:00pm** or alternatively can be contacted **07 3347 7976** (during business hours). For information about your employment work rights, go to: [www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students) **For help regarding legal services, go to: [www.legalaid.qld.gov.au](http://www.legalaid.qld.gov.au)**

## IT SUPPORT

CHC's IT Department is here to assist you in matters regarding CHC email accounts, library PCs, and connecting to the CHC Wi-Fi. The IT office is in the Library+ building, **Monday to Friday, 8.30am to 5.00pm**. For more support email [itsupport@chc.edu.au](mailto:itsupport@chc.edu.au)

## LIBRARY+

The CHC Library provides access to an extensive collection of print books, eBooks, academic journals and other physical resources such as DVDs, teaching aids, sports equipment, and IT equipment. The Library has dedicated spaces for group or individual study, computers for students to use, and three seminar rooms available for group study bookings. Enquiries and bookings can be made through [circulation@chc.edu.au](mailto:circulation@chc.edu.au) or **07 3347 7908**

## STUDENT COMMON ROOM

A dedicated space for students that has a kitchenette with microwave and fridges, and recreational facilities including a pool table and TV. It also has lounges and tables for student meetings, and for taking a break between study or classes.

## RIVERS CAFÉ

For great coffee, snacks, and lunch options visit Rivers Café. Opening hours may vary during the semester.

## MARKETPLACE

Marketplace provides low-cost items such as groceries, clothing, household items and furniture. Hours are **Monday to Friday, 8:00am to 4:30pm**. Visit [www.citipointechurch.com/marketplace](http://www.citipointechurch.com/marketplace) for more information.

## CITIPOINTE CHURCH

Citipointe Church is located on the grounds of CHC. This vibrant church welcomes families, youth and young adults with services on Sundays and Friday nights. If you want to know more about Citipointe Church, go to [citipointechurch.com](http://citipointechurch.com) or call **07 3343 8888**.

CHC  
not only  
supported  
me. They were  
there with me.

# STUDENT LIFE



CHC provides many opportunities to connect with other students, and to integrate faith, life, and culture into the CHC community. Check your student emails and your Moodle Dashboard for information of upcoming events that you can be a part of!

## STUDENT REPRESENTATIVE COUNCIL (SRC)

The role of the SRC is to support and enhance the experience of all CHC students, to ensure your time at CHC is enjoyable, safe, and enriching. SRC representatives are current students, who are here to help, listen, voice the concerns of the student body, and build community amongst students. To contact the SRC, email [src@chc.edu.au](mailto:src@chc.edu.au).

## CHC GAMES

Returning in 2024, the SRC presents the CHC Games! Be ready for a day filled with fun and energetic activities that everyone can get involved in. To join a team, contact [src@chc.edu.au](mailto:src@chc.edu.au)

## CHC STUDENT BALL

The CHC Ball is an annual event which is organised by the SRC and supported by CHC. It is an unforgettable time of fun, food and entertainment held in Semester 2.

## OUR RESPONSE TO SEXUAL ASSAULT AND SEXUAL HARASSMENT:

# IT'S NOT OK

### SAFETY AT CHC IS IMPERATIVE TO OUR ETHOS.

We are active in supporting our students, preventing incidents, and increasing reporting rates. There is no place for sexual harassment or assault, or any form of discrimination at CHC.

If you are feeling unsafe whilst on campus, head towards the **Safe Zone** in the **Library+** building, during opening hours, which may vary each semester. There you will find First Responders who will be able to assist you.



**To report a SASH incident:**  
Speak to the SASH Officer  
([sash@chc.edu.au](mailto:sash@chc.edu.au))

Speak to a First Responder  
(Staff in the Library+ building,  
or a member of the SRC)

In an emergency situation  
**Call 000**



# ONLINE STUDY

TIPS FOR STUDENTS ON HOW TO STUDY EFFECTIVELY ONLINE

## STAY MOTIVATED/PRACTICE SELF-CONTROL

Online learning is great for self-starters and those who love to study at their own pace. But it can be a challenge since you also need to be more self-motivated and disciplined. Use a daily and weekly planner to schedule your study time, online classes, exams, due dates, breaks and outside commitments so that you can have some routine and structure to your day.

## LEAVE YOUR CAMERA AND MICROPHONE ON & TAKE NOTES

When people can see you, you will feel more obligated to remain focussed.

## ACTIVELY PARTICIPATE

To gain the most out of your online studies, you should make the effort to actively participate in online discussions, activities and engage with fellow classmates.

## CREATE A ROUTINE

When attending physical classes, you have a clear structure to your day, and you are less distracted by other things as you leave them behind. You need to set your online study up similarly. Prepare your study space, prepare meals/snacks for your breaks but have them with you.

## ELIMINATE DISTRACTIONS

From Netflix to social media to dishes piling up in the sink, you'll be faced with many distractions that can easily derail your studies. The best online students know how to lessen these distractions and set aside time to focus.

## HAVE A DEDICATED STUDY SPACE

Even if you do not have a study or spare room, you can opt for a quiet space away from the TV or noisy areas of the house.

## SHARE YOUR SCHEDULE

If you have an online class, ensure that family and friends know when it is and when not to contact/disturb you (unless it is an emergency).

## AVOID SOCIAL MEDIA

Close any social media sites & apps, limit your smartphone usage, or turn off your phone and leave it out of reach.

## CREATE A STUDY GROUP/ SUPPORT NETWORK

If you find having a study partner/s helps you, you can ask students in your class if they would like to meet up either online or on campus/coffee shop.

## GET I.T. SORTED

Troubleshoot any technical issues and know who to go to for support.  
[itsupport@chc.edu.au](mailto:itsupport@chc.edu.au)



TO CARINDALE

CITIPOINTE BLVD

# CAMPUS MAP

- CHC CAMPUS
- CITIPOINTE CHURCH
- INC GLOBAL OFFICE

## COLLEGE

- A Block: Rooms | A1 | A2 | A3
- B Library+
- C Block: Rooms | C1
- D Block: Rooms | D1 | D2
- E Block: Rooms | E1 | E2 | E3 DOWNSTAIRS

## ON-CAMPUS AMMENITIES

- 1 - Counselling & Support Centre
- 2 - Student Common Room
- 3 - Rivers Cafe



# Key Dates for 2024

## Semester 1

Orientation Week	19-23 February
Classes Commence	26 February
Last Day to add units	8 March
Census Date <i>Last day to drop units without financial penalty</i>	20 March
Easter Weekend	29 March - 1 April
Mid-Semester Break <i>Last Day to drop units without academic penalty</i>	2-5 April 19 April
ANZAC Day Public Holiday	25 April
Labour Day Public Holiday	6 May
Exam Period	10-21 June
Last Day of Semester 1	21 June
Semester 1 Results Released	15 July

## Winter Semester

Winter Semester begins	3 June
Last day to add units	7 June
Census Date <i>Last day to drop units without financial penalty</i>	10 June
Last Day of Winter Semester	12 July
Results Released	5 August

## Semester 2

Semester 2 Orientation Week	22-26 July
Classes Commences	29 July
Last Day to add units	9 August
Brisbane Exhibition Public Holiday	14 August
Census Date <i>Last day to drop units without financial penalty</i>	22 August
<i>Last Day to drop units without academic penalty</i>	20 September
Mid-Semester Break	23-27 September
King's Birthday Public Holiday	7 October
Exam Period	11-22 November
Last Day of Semester 2	22 November
Semester 2 Results Released	6 December

## Semester 3

Semester 3 Begins	25 November
Last day to add units	6 December
Census Date <i>Last day to drop units without financial penalty</i>	16 December
Last Day of Semester 3, 2023	21 February 2024







# LOCAL SERVICES

## CHILDCARE SERVICES

Refer to:  
startingblocks.gov.au

## SHOPPING CENTRES

- **Westfield Carindale**  
1151 Creek Rd, Carindale
- **Westfield Garden City**  
Cnr of Logan & Kessels Rd,  
Upper Mt Gravatt

## SHOPPING VILLAGES

- **Metropol Centre**  
(Supermarket, Post Office,  
Pharmacy & Food Outlets)  
742 Creek Rd, Mt Gravatt East
- **Wishart Shopping Village**  
(Doctors, Pharmacy,  
Supermarket & Food Outlets)  
590 Mt Gravatt/Capalaba Rd,  
Wishart

## HOSPITALS & MEDICAL CENTRES

- **Princess Alexandra Hospital**  
199 Ipswich Rd,  
Woolloongabba
- **Mater Adult Public Hospital**  
Raymond Terrace,  
South Brisbane
- **Healthcare Plus Medical Centre**  
Ground Floor,  
Westfield Carindale  
07 3135 9898
- **Mansfield Family Practice**  
14/22 Aminya St, Mansfield  
07 3422 1977

## AFTER-HOURS HOME DOCTOR SERVICE

- **13 55 66**  
*International students must pay for visits but can seek a rebate through their OSHC insurer.*

## PHARMACIES

- **Chemist Warehouse**  
Shop 10/1230 Logan Rd,  
Mt Gravatt  
07 3349 3430
- **Hardings Pharmacy**  
Metropol Centre,  
Mt Gravatt East  
07 3422 2133

## DENTAL CLINICS

- **Newnham Family Dental & Cosmetics**  
2 Reydon St,  
Upper Mt Gravatt  
07 3172 5718
- **Wishart Family Dental**  
Shop 14/590 Mt Gravatt-  
Capalaba Rd, Wishart  
07 3219 1288

## ACCOMMODATION OPTIONS

*CHC does not provide any accommodation on campus.*

- **Uniresort**  
80 Tyron St,  
Upper Mt Gravatt  
07 3457 5588
- **Genesis 1**  
1848 Logan Rd,  
Upper Mt Gravatt  
07 3137 2300

## BANKS

- **Westfield Carindale**  
Branches and ATMs for  
ANZ, Bank of Queensland,  
Commonwealth Bank, Great  
Southern Bank, Heritage  
Bank, NAB, RACQ, St George,  
Suncorp, and Westpac.
- **HSBC**  
Shop 35, Cnr Mains Road  
and McCullough Street,  
Sunnybank

## CHURCHES

- **Citipointe Church**  
322 Wecker Rd, Carindale
- **Living Church (Presbyterian)**  
1541 Creek Rd, Carina
- **Broadwater Road Uniting**  
481 Broadwater Rd, Mansfield
- **Gateway Baptist Church**  
1052 Mt Gravatt-Capalaba Rd,  
MacKenzie
- **Upper Mt Gravatt Wishart Catholic Parish**  
4 Klumpp Rd, Upper Mount  
Gravatt
- **St Catherine's**  
388 Newnham Rd,  
Upper Mt Gravatt
- **Mount Gravatt Seventh-day Adventist Church**  
341/351 Broadwater Rd,  
Mansfield

**Office Hours:**

Monday - Friday  
8:30am - 5:00pm

(07) 3347 7900

322 Wecker Road  
CARINDALE QLD 4152

[chc.edu.au](http://chc.edu.au)

**CHC** CHRISTIAN  
HERITAGE  
COLLEGE

**CRICOS PROVIDER 01016F**