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| UNIT SELECTION GUIDE  **LAUNCH PROGRAM**  **SEMESTER 1, 2023** | A sign in the dark  Description automatically generated |

Dear Student,

Congratulations and welcome to the LAUNCH program at Christian Heritage College (CHC). The purpose of this guide is to assist you with your unit selection for Semester 1, 2023. As part of the LAUNCH program you can study one CHC unit per semester during Years 11 and 12 (to a maximum of three units) and the units you complete successfully may count towards your Queensland Certificate of Education (QCE).

Not only does this program let you ‘**L**ook **A**t **U**s **N**ow – **C**hristian **H**eritage’ (LAUNCH), it is designed to *launch* you into your higher education studies by letting you experience life as a CHC student while still enrolled in your secondary school studies. The program also acts as a pathway of admission to your higher education studies: when you successfully complete a LAUNCH unit, you automatically meet the academic entry requirements for admission to the related undergraduate course at CHC following your completion of Year 12 (other entry requirements may also apply). If you are accepted into this course, you will also receive credit towards your degree for the related LAUNCH unit(s) you have successfully completed.

In undertaking a LAUNCH unit, it is expected that you will devote a minimum of 10 hours per week to your studies. This includes on campus classes (for on-campus mode units) or engaging with online learning materials (for online mode units), readings, personal study, preparation of assessment tasks and examinations (as applicable). These commitments are in addition to your Year 11 and/or Year 12 study program.

**UNIT ENROLMENT**

To enrol in units for Semester 1, 2023 log in to the *MyCHC* student portal and follow these instructions:

1. From the *MyCHC* home page, select the **Class Enrolment** icon.
2. Choose your current course name.
3. Choose semester you want to enrol in.
4. Keep the term as “1”.
5. Keep the enrolment type as “All”.
6. Tick the unit(s) you want to enrol in.
7. When you have selected a unit(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).
8. Click the Enrol Now button located on the right-hand side of the screen.

**UNITS**

The units that are available in the LAUNCH program are delivered by both on-campus mode and external/ online mode except where noted. It is recommended that you enrol in units in the on-campus mode so that you can be part of a first-year undergraduate class and immerse yourself in life as a CHC student. In order to facilitate this, the LAUNCH program is normally offered outside of school hours.

The following units, and the courses to which they are related, are available as part of the LAUNCH program in Semester 1, 2023:

| **UNIT** | **MODE(S) AVAILABLE** | **RELATED COURSE** |
| --- | --- | --- |
| BZ100 Introduction to Business and Management | On-campus; Online | Diploma of Business; Bachelor of Business |
| ES113 Educational Psychology: Learning and Development (P-6) | On-campus; Online | Bachelor of Education (Primary) |
| ES116 Educational Psychology: Learning and Development (7-12) | On-campus; Online | Bachelor of Education (Secondary); Bachelor of Arts/Bachelor of Education (Secondary) |
| HT101 A Map of Time: An Introduction to History | On-campus; Online | Diploma of Liberal Arts; Bachelor of Education (Secondary); Bachelor of Arts/Bachelor of Education (Secondary |
| JC102 Communication for Ministry | On-campus; Online | Diploma of Ministry; Bachelor of Ministry |
| LIT101 Great Books of the Western World I | On-campus; Online | Diploma of Liberal Arts; Bachelor of Education (Secondary); Bachelor of Arts/Bachelor of Education (Secondary |
| SO102 Introduction to Applied Social Theories | On-campus; Online | Diploma of Social Science; Bachelor of Counselling; Bachelor of Human Services |

Depending upon the major(s) you might wish to undertake in a course (as applicable), some of these units might also be relevant to other courses. More information about this is available upon request.

**CHANGING YOUR UNIT ENROLMENT**

After completing your initial unit enrolment for a semester, you can change your unit enrolment (add and/or delete units) by following the directions below. If you have difficulty with any of these processes, please contact your Course Coordinator.

**ENROL IN (ADD) UNITS**

### UP TO AND INCLUDING THE LAST DATE FOR ADDING UNITS

You can enrol in (add) units via the *MyCHC* portal up until and including the last date for adding units (as advertised), as follows:

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| 1. From the *MyCHC* home page, select the **Class Enrolment** icon. |
| 1. Choose your current course name. |
| 1. Choose the semester you want to enrol in. |
| 1. Keep the term as “1”. |
| 1. Keep the enrolment type as “All”. |
| 1. Tick the unit(s) you want to enrol in. |
| 1. When you have selected a unit(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). |
| 1. Click the Enrol Now button located on the right-hand side of the screen. |

### AFTER THE LAST DATE FOR ADDING UNITS

If you wish to enrol in (add) units after the last date for adding units, you must contact your Course Coordinator as adding units after this date can be done in special circumstances only.

**DELETE (DROP) UNITS**

If you wish to delete (drop) units you may do so through online enrolment in MyCHC up until the end of Week 2. I you wish to drop a unit after the end of Week 2 you must complete an [*Amend Unit Enrolment – Delete Unit*](https://christianheritagecollege.formstack.com/forms/delete) form on the CHC website. The date of the change is the date on which the form is submitted.

Units may be deleted at any time up until the date of the end of the semester (as advertised). Please note that deleting units may impact upon transcript data and fees payable depending upon when the change is made, as outlined in the table below.

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| **CHANGE TO UNIT SELECTION** | **DATE** |
| Last day to add units | end of Week 2 |
| Last day to drop units without financial penalty | Census date |
| Last day to drop units without academic penalty | end of Week 8 |

### **CENSUS DATE**

The census dates that apply to each semester are declared by CHC on the CHC website.

The census date is the date in each semester on which all enrolment information is to be finalised. No changes can be made to enrolment information after this date, except those allowed by Commonwealth legislation.

The census date for Semester 1, 2023 is **Wednesday, 22 March**.

The following outcomes apply to withdrawal from units:

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| **CHANGE TO UNIT SELECTION** | **TRANSCRIPT ENTRY** | **FEES PAYABLE** |
| Up to and including census date | WP - Withdrawal Prior to Census | Nil |
| After census date to end of Week 8 | W - Withdrawn | Full fees |
| End of Week 8 to end of semester | WF - Withdraw Fail | Full fees |