

UNIT SELECTION GUIDE LAUNCH PROGRAM SEMESTER 2, 2024



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. 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).

Not only does this program let you ‘Look At Us Now – Christian Heritage’ (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 will 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 such as subject prerequisites and other written requirements such as relevant statements). 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. It is recommended where possible you choose to study on-campus to gain the best experience and insight into your higher education studies.

UNITS

UNIT	MODE(S) AVAILABLE	RELATED COURSE
BZ103 Introduction to Marketing	On-campus; Online	Diploma of Business; Bachelor of Business
ES123 Introduction to Teaching and Learning (P-6)	On-campus; Online	Bachelor of Education (Primary)
ES126 Introduction to Teaching and Learning (7-12)	On-campus; Online	Bachelor of Education (Secondary); Bachelor of Arts/Bachelor of Education (Secondary)
HT102 The West: Culture and Ideas	On-campus; Online	Diploma of Liberal Arts; Bachelor of Education (Secondary); Bachelor of Arts/Bachelor of Education (Secondary)
JC103 Leadership for Life and Ministry	On-campus; Online	Undergraduate Certificate in Ministry Leadership; Diploma of Ministry; Bachelor of Ministry
LIT102 Great Books of the Western World 2	On-campus; Online	Diploma of Liberal Arts; Bachelor of Education (Secondary); Bachelor of Arts/Bachelor of Education (Secondary)
SO112 Introduction to Human Behaviour	On-campus; Online	Diploma of Social Science; Bachelor of Counselling; Bachelor of Human Services



UNIT ENROLMENT

To enrol in units for Semester 2, 2024 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.

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:

1. From the <i>MyCHC</i> home page, select the Class Enrolment icon.
2. Choose your current course name.
3. Choose the 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).
8. 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. If you wish to drop a unit after the end of Week 2 you must complete an [Amend Unit Enrolment – Delete Unit](#) 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.

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 2, 2024 is **Thursday 22, August**.

The following outcomes apply to withdrawal from units:

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