



Northside Christian College

STUDENT SERVICES

Subject Changes

How do I change subjects?

In Years 11 and 12, changing subjects will have an impact on your success at school and your future pathway options. Issues that need to be considered include:

- prerequisite requirements for entry into future study and employment opportunities
- OP/ATAR and certification eligibility
- influence on your subject results, OP/ATAR score or rank

Student Services are here to help

Our role is to help you make decisions that have a positive outcome. At NCC we have a process in place to help make sure any change you make is the right decision for you.

In Years 11 and 12, students may only change subjects **at the end of each semester** in order to maintain their OP/ATAR and/or QCE eligibility points. Students must arrange changes via Student Services by the end of Terms 2 and 4 or not later than the first week of Terms 1 and 3.

What do I need to do?

- 1 Complete a Change of Subject Form. [CHANGE OF SUBJECT REQUEST FORM.pdf](#)
- 2 Ask your parents to sign.
- 3 Submit the form via the CINC office or by emailing.
- 4 A teacher from Student Services will contact you to discuss your application.

NB Your parents/guardians are welcome to attend these appointments with you.

What happens next?

We will inform you regarding:

- Whether or not there is availability for the option you have requested and how the change will alter your timetable
- implications you should consider, for example, on your QCE and OP/rank/ATAR eligibility
- whether your change request will be enacted or not

What do I do once my subject change has been granted?

- you will receive a hard copy of your revised timetable via your form teacher.
- return text books from the previous subject to the library so you can collect the new ones
- speak to your new teacher about requirements for your new subject
- inform the teacher and class you are leaving as a courtesy

Contact Us

For questions or appointments, please contact Student Services on 3353 7387.

The Student Services Office is located in the CINC building.

Please note: Subject changes are usually enacted in the first week of each semester. Changes made at other times incur a fee.

