

# UNIT SELECTION GUIDE

## LIBERAL ARTS COURSES

### SEMESTER 1, 2021



Welcome to the School of Education, Humanities and Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 2, 2021.

As a student who is commencing studies in the Liberal Arts, you will be enrolled in one of the following courses:

LIBERAL ARTS COURSES	COURSE CODE
<b>UNDERGRADUATE COURSES</b>	
Undergraduate Certificate of Literature	MI05
Diploma of Liberal Arts: Foundations of Wisdom	MI02
Bachelor of Arts in the Liberal Arts	MI11
<b>POSTGRADUATE COURSES</b>	
Graduate Certificate in the Liberal Arts	MI31
Graduate Diploma in the Liberal Arts	MI32

You will need to select the units in which you wish to enrol for this semester. The number of units you select will depend upon the number of units offered in your course and the level of workload you wish to undertake. At CHC, each unit is given a weighting of 10 credit points (10cp), unless otherwise indicated. Each 10-credit point unit has an EFTSL value of 0.125 (see the *EFTSL Values for Units of Study* information sheet on the CHC website for further details regarding EFTSL values) and has a semester workload of 150 hours. This includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these aspects as they apply to each unit.

A normal full-time study load is 4 units, or 40 credit points, per semester. Part-time students will choose how many units they enrol in depending on their other commitments.

To be eligible for Centrelink payments in approved courses, students must enrol in at least 75% of a normal full-time study load, or at least 3 units, or 30 credit points, per semester<sup>1</sup>.

If you think that you may be eligible for transfer of credit or exemption from any of the units in your course, you should contact your Course Coordinator as soon as possible, as you may not apply for transfer of credit for a unit in which you are currently enrolled.

## SELECTING YOUR UNITS

To select your units for Semester 2, 2021 log in to the *MyCHC* student portal and follow these instructions:

- On the home page, select the *Class Enrolment* icon.
- Choose your current course name.
- Choose the semester you want to enrol in.
- Keep the enrolment type as "All".

<sup>1</sup> Contact CHC Student Administration for information regarding the courses that are approved courses for Centrelink payments.

- Tick the subject(s) you want to enrol in. When you have selected a subject(s) the class list will appear at the bottom of the screen.
- Tick the class you want to enrol in (the available online and on campus options will show along with any tutorial options).
- Click the 'Enrol Now' button located on the right-hand side of the screen.

Students who have received credit transfer for any of the units indicated should contact their Course Coordinator for advice regarding their unit selection.

The *Liberal Arts Courses Handbook* contains information regarding the requirements for completion of the Liberal Arts courses or contact your Course Coordinator.

## MODES

The modes in which units are delivered are as follows:

- **internal** – denotes weekly on campus classes, usually consisting of three hours of face-to-face contact per teaching week;
- **intensive** – denotes a combination of periodic on campus classes, usually consisting of two or three sessions of whole-day face-to-face contact during a semester, and weekly online sessions; and
- **external/online** – denotes distance education with no on campus classes.

## CREDIT POINT WEIGHTING

The *credit point weighting* indicates the number of hours per week that students would normally be expected to devote to studies in each unit of study across the semester. This includes (as applicable) attendance at on campus classes, participation in online classes, reading and preparation for classes, study and research, assessment work, etc.

## UNDERGRADUATE COURSES

### UNDERGRADUATE CERTIFICATE OF LITERATURE (MI05)

The following units are available to commencing students in the Undergraduate Certificate of Literature:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
LIT102 Great Books of the Western World II	Internal; External/Online	10
LIT200 Classical Literature and Drama: Greece and Rome	Internal; External/Online	10
LIT220 Religion and the Literary Imagination, 1300-1700	Internal; External/Online	10
LIT233 Literature and Theology in C. S. Lewis	Internal; External/Online	10

### DIPLOMA OF LIBERAL ARTS: FOUNDATIONS OF WISDOM (MI02) AND BACHELOR OF ARTS IN THE LIBERAL ARTS (MI11)

The Diploma of Liberal Arts: Foundations of Wisdom is nested in the Bachelor of Arts in the Liberal Arts. The following units are available to commencing students in these courses:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CS116 Christian Foundations for Work and Vocation I	Internal; External/Online	10
HT120 Introduction to Australian History	Internal; External/Online	10
HT243 Medieval History	Internal; External/Online	10
LIT102 Great Books of the Western World II	Internal; External/Online	10
PHL220 Ancient Philosophy II	Internal; External/Online	10

## POSTGRADUATE COURSES

### GRADUATE CERTIFICATE IN THE LIBERAL ARTS (MI31) AND GRADUATE DIPLOMA IN THE LIBERAL ARTS (MI32)

The Graduate Certificate in the Liberal Arts is nested in the Graduate Diploma in the Liberal Arts.

The following units are available to commencing students in these courses:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
DM597 Research Project in Drama	External/Online	10
HT597 Research Project in History	External/Online	10
LIT597 Research Project in Literature	External/Online	10
PHL597 Research Project in Philosophy	External/Online	10
THL597 Research Project in Theology	External/Online	10

## CHANGING YOUR UNIT SELECTION

You are able to change your unit selection (add and drop units) via the *MyCHC* portal until the end of Week 2 of the semester. If you have difficulty with this process, please contact your Course Coordinator directly via email as soon as possible.

After the end of Week 2, to add or drop units you must complete a *Change to Unit Selection* form on the CHC website.

Changes to your unit selection may have an effect upon transcript data and fees payable, depending upon the date on which any such changes are 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 in the *Student Handbook* and 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, 2021 is **Wednesday, 18 August 2021**.

The following outcomes apply to withdrawal from units:

CHANGE TO UNIT SELECTION	TRANSCRIPT ENTRY	FEES PAYABLE
Up to and including census date	Nil	Nil
After census date to end of Week 8	W - Withdrawn	Full fees
Week 9 to end of semester	WF - Withdraw Fail	Full fees