

UNIT SELECTION GUIDE

HUMANITIES COURSES

SEMESTER 1, 2022



Dear Student,

Congratulations and welcome to the School of Education and Humanities at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 1, 2022.

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

LIBERAL ARTS COURSES	COURSE CODE
Diploma of Liberal Arts: Foundations of Wisdom	MI02
Bachelor of Arts in the Liberal Arts	MI11

You will need to enrol in the units you wish to undertake 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 semester¹.

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.

UNIT ENROLMENT

To enrol in units for Semester 1, 2022 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.

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

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.

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

UNDERGRADUATE COURSES

The Humanities courses are as follows:

UNDERGRADUATE LIBERAL ARTS COURSES	COURSE CODE
Diploma of Liberal Arts: Foundations of Wisdom	MI02
Bachelor of Arts in the Liberal Arts	MI11

The *Humanities Courses Handbook* contains information regarding the requirements for the Humanities courses.

DIPLOMA OF LIBERAL ARTS: FOUNDATIONS OF WISDOM (MI02)

The following units are available to commencing students in the Diploma of Liberal Arts: Foundations of Wisdom (select a maximum of four units):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
<i>Core unit</i>		
CS116 Christian Foundations for Work and Vocation I	Internal; External/online	10
<i>Elective units (select up to three)</i>		
DM120 Introduction to Dramatic Performance	Internal; External/online	10
HT101 A Map of Time: An Introduction to History	Internal; External/online	10
LIT101 Great Books of the Western World I	Internal; External/online	10
PHL100 Logic	Internal	10

If fewer than four units are to be undertaken, *CS116 Christian Foundations for Work and Vocation I* must be included among the units selected.

BACHELOR OF ARTS IN THE LIBERAL ARTS (MI11)

The following units are available to commencing students in the Bachelor of Arts in the Liberal Arts (select a maximum of four units):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CS116 Christian Foundations for Work and Vocation I	Internal; External/online	10
HT101 A Map of Time: An Introduction to History	Internal; External/online	10
LIT101 Great Books of the Western World I	Internal; External/online	10
PHL100 Logic	Internal	10

If fewer than four units are to be undertaken, *CS116 Christian Foundations for Work and Vocation I* must be included among the units selected.

MODES

The modes in which units are delivered are as follows:

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

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.

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 at any time after completing your initial unit enrolment for a semester, 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 1, 2022 is **Wednesday, 23 March**.

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