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

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, 2023.

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

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| **LIBERAL ARTS COURSES** | **COURSE CODE** |
| Diploma of Liberal Arts | MI02 |

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[[1]](#footnote-2).

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, 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.

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:

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| **UNDERGRADUATE LIBERAL ARTS COURSES** | **COURSE CODE** |
| Diploma of Liberal Arts: | MI02 |

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

**DIPLOMA OF LIBERAL ARTS (MI02)**

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

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| **UNIT** | **MODE(S) AVAILABLE** | **CREDIT POINTS** |
| *Core unit* |  |  |
| CS116 Christian Foundations for Work and Vocation I | On-campus; Online | 10 |
| *Elective units (select up to three)* |  |  |
| DM100 Elements of Drama | On-campus; Online | 10 |
| HT101 A Map of Time: An Introduction to History | On-campus; Online | 10 |
| LIT101 Great Books of the Western World I | On-campus; Online | 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.

**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 |

1. Contact CHC Student Administration for information regarding the courses that are approved courses for Centrelink payments. [↑](#footnote-ref-2)