

UNIT SELECTION GUIDE

MINISTRIES COURSES

SEMESTER 2, 2021



Welcome to the School of Ministries at Christian Heritage College¹. 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 Ministries, you will be enrolled in one of the following courses:

MINISTRIES COURSES	COURSE CODE
UNDERGRADUATE COURSES	
Undergraduate Certificate in Ministry Leadership	MS08
Undergraduate Certificate in Biblical Studies	MS09
Diploma of Ministry	MS07
Bachelor of Ministry	MS11
POSTGRADUATE COURSES	
Graduate Certificate in Biblical Studies	MS45
Graduate Certificate in Ministry	MS43
Graduate Diploma in Ministry	MS44
Master of Ministry Leadership	MS51

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 semester².

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.

¹ The CHC Ministries courses are delivered by Citipointe Ministry College, as the School of Ministries of CHC, under a third-party agreement.

² Contact CHC Student Administration for information regarding the courses that are approved courses for Centrelink payments.

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".
- 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 *Ministries Handbook* contains information regarding the requirements for completion of the Ministries 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 IN MINISTRY LEADERSHIP (MS08)

The following units are available to commencing students in the Undergraduate Certificate in Ministry Leadership:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JC102 Communication for Ministry	External/Online	10
JC103 Leadership for Life and Ministry	Internal; External/Online	10
JC251 Practicum 1	Internal; External/Online	10
JC252 Practicum 2	Internal; External/Online	10

UNDERGRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS09)

The following units are available to commencing students in the Undergraduate Certificate in Biblical Studies:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JA101 Biblical Interpretation and Application	External/Online	10
JA102 Biblical Studies in the Old Testament	Internal; External/Online	10
JA103 Biblical Studies in the New Testament	External/Online	10
JB104 Spiritual Transformation	External/Online	10

DIPLOMA OF MINISTRY (MS07) AND BACHELOR OF MINISTRY (MS11)

The Diploma of Ministry is nested in the Bachelor of Ministry. The following units are available for commencing students in these courses who wish to undertake studies in the *internal* mode only:

UNIT	CREDIT POINTS
JA102 Biblical Studies in the Old Testament	10
JB105 Theology of Ministry	10
JC101 Introduction to Ministry Practice	10
JC103 Leadership for Life and Ministry	10

Students who wish to undertake all or some of their studies the *external/online* mode may select from these and other units. The following units are available for commencing students in the *external/online* mode:

UNIT	CREDIT POINTS
JA101 Biblical Interpretation and Application	10
JA102 Biblical Studies in the Old Testament	10
JA103 Biblical Studies in the New Testament	10
JB104 Spiritual Transformation	10
JB105 Theology of Ministry	10
JC101 Introduction to Ministry Practice	10
JC102 Communication for Ministry	10
JC103 Leadership for Life and Ministry	10

POSTGRADUATE COURSES

GRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS45)

The following units are available to commencing students in the Graduate Certificate in Biblical Studies:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JA401 Biblical Interpretation and Application	External/Online	10
JA402 Biblical Studies in the Old Testament	Internal; External/Online	10
JA403 Biblical Studies in the New Testament	External/Online	10
JB404 Spiritual Transformation	External/Online	10

GRADUATE CERTIFICATE IN MINISTRY (MS43) AND GRADUATE DIPLOMA IN MINISTRY (MS44)

The Graduate Certificate in Ministry is nested in the Graduate Diploma in Ministry. Students in the Graduate Certificate in Ministry undertake up to four of the units that comprise the Graduate Diploma in Ministry, with a maximum of two units in any one field (JA, JB or JC). The following units are available for commencing students in these courses who wish to undertake studies in the *internal* mode only:

UNIT	CREDIT POINTS
JA402 Biblical Studies in the Old Testament	10
JB405 Theology of Ministry	10
JC401 Introduction to Ministry Practice	10
JC403 Leadership for Life and Ministry	10

Students who wish to undertake all or some of their studies the *external/online* mode may select from these and other units. The following units are available for commencing students in the *external/online* mode:

UNIT	CREDIT POINTS
JA401 Biblical Interpretation and Application	10
JA402 Biblical Studies in the Old Testament	10
JA403 Biblical Studies in the New Testament	10
JB404 Spiritual Transformation	10
JB405 Theology of Ministry	10
JC401 Introduction to Ministry Practice	10
JC402 Communication for Ministry	10
JC403 Leadership for Life and Ministry	10

MASTER OF MINISTRY LEADERSHIP (MS51)

The Master of Ministry Leadership is offered on a part-time basis only, at the rate of one unit per semester. Units in this course are normally available in the *intensive* mode only. The following unit is available to commencing students in the Master of Ministry Leadership:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JM501 Paradigms of Leadership	Intensive	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