

UNIT SELECTION GUIDE

SOCIAL SCIENCES COURSES

SEMESTER 1, 2022



Dear Student,

Congratulations and welcome to the School of Social Sciences and Business 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 Social Sciences, you will be enrolled in one of the following courses:

SOCIAL SCIENCES COURSES	COURSE CODE
Diploma of Social Science	SS04
Bachelor of Counselling	SS18
Bachelor of Human Services	SS19
Graduate Certificate in Applied Neuroscience	SS32
Graduate Certificate in Counselling Studies	SS34
Graduate Certificate in Child and Adolescent Counselling	SS35
Graduate Certificate in Relationship Counselling	SS36
Graduate Certificate in Trauma Counselling	SS38
Master of Counselling	SS51

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.

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

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.
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 undergraduate Social Sciences courses are as follows:

SOCIAL SCIENCES COURSES	COURSE CODE
Diploma of Social Science	SS04
Bachelor of Counselling	SS18
Bachelor of Human Services	SS19

The *Social Sciences Courses Handbook* contains information regarding the requirements for the undergraduate Social Sciences courses, or contact your Course Coordinator.

DIPLOMA OF SOCIAL SCIENCE (SS04), BACHELOR OF COUNSELLING (SS18), BACHELOR OF HUMAN SERVICES (SS19)

The following units are available to commencing students in the Diploma of Social Science, Bachelor of Counselling and Bachelor of Human Services (select a maximum of four units):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CS116 Christian Foundations for Work and Vocation I	Internal; External/online	10
SO100 Academic and Professional Communication	Internal; External/online	10
SO102 Introduction to Applied Social Theories	Internal; External/online	10
SO110 The Person of the Practitioner	Intensive	10
SO114 Foundational Interpersonal Skills	Internal	10

If fewer than four units are to be undertaken, *SO100 Academic and Professional Communication* must be included among the units selected.

The Diploma of Social Science is nested in the Bachelor of Counselling and Bachelor of Human Services. Students who complete the Diploma can articulate into one of these courses depending upon their desired course outcomes.

POSTGRADUATE COURSES

The postgraduate Social Sciences courses are as follows:

UNDERGRADUATE SOCIAL SCIENCES COURSES	COURSE CODE
Graduate Certificate in Applied Neuroscience	SS32
Graduate Certificate in Counselling Studies	SS34
Graduate Certificate in Child and Adolescent Counselling	SS35
Graduate Certificate in Relationship Counselling	SS36
Graduate Certificate in Trauma Counselling	SS38
Master of Counselling	SS51

The *Social Sciences Courses Handbook* contains information regarding the requirements for the postgraduate Social Sciences courses, or contact your Course Coordinator.

GRADUATE CERTIFICATE IN APPLIED NEUROSCIENCE (SS32)

The Graduate Certificate in Applied Neuroscience is offered on a part-time basis only. The following unit is available to commencing students in this course:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
NP544 Introductory Neuroscience	External/online	10
NP545 Theory of Applied Interpersonal Neuroscience	External/online	10

GRADUATE CERTIFICATE IN COUNSELLING STUDIES (SS34)

The Graduate Certificate in Counselling Studies is offered on a part-time basis only. The following units are available to commencing students in this course:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CO510 The Person of the Practitioner	Intensive	10
CO557 Theories of Counselling	Internal/Online	10

The Graduate Certificate in Counselling Studies is nested in the Master of Counselling. Students who complete the Graduate Certificate can articulate into the Masters course.

GRADUATE CERTIFICATE IN CHILD AND ADOLESCENT COUNSELLING (SS35)

The Graduate Certificate in Child and Adolescent Counselling is offered on a part-time basis only. The following units are available to commencing students in this course:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CA550 Child and Adolescent Counselling I	Intensive	10
CA551 Child and Adolescent Counselling II	Intensive	10

GRADUATE CERTIFICATE IN RELATIONSHIP COUNSELLING (SS36)

The Graduate Certificate in Relationship Counselling is offered on a part-time basis only. The following units are available to commencing students in this course:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
FR550 Family and Relationship Counselling I	Intensive	10
FR551 Family and Relationship Counselling II	Intensive	10

GRADUATE CERTIFICATE IN TRAUMA COUNSELLING (\$\$37)

The Graduate Certificate in Trauma Counselling is offered on a part-time basis only. The following units are available to commencing students in this course:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
TR550 Trauma Counselling I	Intensive	10
TR551 Trauma Counselling II	Intensive	10

MASTER OF COUNSELLING (\$\$51)

The following units are available to commencing students in the Master of Counselling:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CO510 The Person of the Practitioner	Intensive	10
CO514 Foundational Counselling Skills	Internal	10
CO557 Theories of Counselling	Internal; External/online	10
SO653 Research Methods	External/online	10

Full-time students who intend to undertake their elective studies in the field of Child and Adolescent Counselling are to substitute the unit *CA550 Child and Adolescent Counselling I* for *SO653 Research Methods* due to the need to complete this unit prior to commencing the practicum program in the second year of the course. Part-time students are not required to make this substitution.

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