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

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:

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| **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 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, 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:

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| **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:

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| --- | --- |
| **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:

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| --- | --- | --- |
| **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 (SS37)**

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 (SS51)**

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.

**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:

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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.
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### 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.

|  |  |
| --- | --- |
| **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)