UNIT SELECTION GUIDE
Ministries Courses
Semester 1, 2020

Dear Student,

Congratulations and welcome to the School of Ministries at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 1, 2020.

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

Ministries courses	Course code
Diploma of Ministry	MS07
Bachelor of Ministry	MS11
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 semester[1].

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.

Selecting your units

To select your units for Semester 1, 2020 you must complete the online *Unit Selection* form at the link provided in your offer materials.

To log in to the *Unit Selection* form, you will need to enter the username and password provided to you. The units that are available to you in your course for this semester, and the mode(s) in which they are being delivered, will be displayed. Students who have received credit transfer for any of the units indicated for their courses should contact their Course Coordinator for advice regarding their unit selection.

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

Undergraduate courses

The undergraduate Ministries courses are as follows:

Undergraduate Ministries courses	Course code
Diploma of Ministry	MS07
Bachelor of Ministry	MS11

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

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 who wish to undertake studies in the *internal* mode. Further unit choices are available for enrolment in the *external* mode. Please see the *Units on Offer Semester 1, 2020* document on the CHC website.

Unit	Credit points
JA101 Biblical Interpretation and Application	10
JA103 Biblical Studies in the New Testament	10
JB104 Spiritual Transformation	10
JC102 Communication for Ministry	10

Postgraduate courses

The postgraduate Ministries courses are as follows:

Postgraduate Ministries courses	Course code
Graduate Certificate in Ministry	MS43
Graduate Diploma in Ministry	MS44
Master of Ministry Leadership	MS51

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

Graduate Certificate in Ministry (MS43) and Graduate Diploma in Ministry (MS44)

The Graduate Certificate in Ministry is nested in the Graduate Diploma in Ministry.

The units that comprise the Graduate Certificate in Ministry are a selection of those that comprise the Graduate Diploma in Ministry. Students in the Graduate Certificate in Ministry may undertake up to four of the following units, with a maximum of two units in any one field (JA, JB or JC). For information regarding the modes in which these units are being offered, please see the *Units on Offer Semester 1, 2020* document on the CHC website.

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

The following units are available for students in the Graduate Diploma in Ministry who wish to undertake studies in the *internal* mode. Further unit choices are available for enrolment in the *external* mode. For information regarding the modes in which these units are being offered, please see the *Units on Offer Semester 1, 2020* document on the CHC website.

Unit	Credit points
JA401 Biblical Interpretation and Application	10
JA403 Biblical Studies in the New Testament	10
JB404 Spiritual Transformation	10
JC402 Communication for 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.

The unit that is available to commencing students in the Master of Ministry Leadership is:

Unit	Credit points
JM503 Scholarship and the Ministry Leader	10

Changing your unit selection

If you wish to change your enrolment after submitting your online *Unit Selection* form, you must submit a completed *Application for Change to Unit Selection* form (available 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 1, 2020 is **Wednesday, 18 March**.

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