

UNIT SELECTION GUIDE

Liberal Arts Courses

Semester 1, 2020



Dear Student,

Congratulations and welcome to the Millis Institute 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 the Liberal Arts, you will be enrolled in one of the following courses:

Liberal Arts courses	Course code
Diploma of Liberal Arts: Foundations of Wisdom	MI02
Bachelor of Arts in the Liberal Arts	MI11
Graduate Certificate in the Liberal Arts	MI31
Graduate Diploma in the Liberal Arts	MI32

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 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.

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 your CHC student number, surname and date of birth. 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 Liberal Arts courses are as follows:

Undergraduate Liberal Arts courses	Course code
Diploma of Liberal Arts: Foundations of Wisdom	MI02
Bachelor of Arts in the Liberal Arts	MI11

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

Diploma of Liberal Arts: Foundations of Wisdom (MI02) and Bachelor of Arts in the Liberal Arts (MI11)

The Diploma of Liberal Arts: Foundations of Wisdom is nested in the Bachelor of Arts in the Liberal Arts. The units that are available to commencing students in these courses are:

Unit	Credit points
CS116 Christian Foundations for Work and Vocation I	10
HT101 A Map of Time: An Introduction to History	10
LIT101 Great Books of the Western World I	10
PHL100 Logic	10

Postgraduate courses

The undergraduate Liberal Arts courses are as follows:

Postgraduate Liberal Arts courses	Course code
Graduate Certificate in the Liberal Arts	MI31
Graduate Diploma in the Liberal Arts	MI32

Graduate Certificate in the Liberal Arts (MI31) and Graduate Diploma in the Liberal Arts (MI32)

The Graduate Certificate in the Liberal Arts is nested in the Graduate Diploma in the Liberal Arts. These courses are offered on a part time basis only. The units that are available to commencing students in these courses are:

Unit	Credit points
PHL505 Modern Political Philosophy: Revolution, Tradition and Liberal Democracy	10
THL590 Athens and Jerusalem: Early Christianity and Greek Thought	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