

# UNIT SELECTION GUIDE

## LIBERAL ARTS COURSES

### SEMESTER 2, 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 2, 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 |
|--|-------------|
| Undergraduate Certificate of Literature        | MI05        |
| Diploma of Liberal Arts: Foundations of Wisdom | MI02        |
| Bachelor of Arts in the Liberal Arts           | MI11        |

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 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<sup>1</sup>.

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 2, 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 should contact their Course Coordinator for advice regarding their unit selection.

<sup>1</sup> 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 |
|--|-------------|
| Undergraduate Certificate of Literature        | MI05        |
| 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, or contact your Course Coordinator.

### UNDERGRADUATE CERTIFICATE OF LITERATURE (MI05)

The Undergraduate Certificate of Literature is nested in the Bachelor of Arts in the Liberal Arts. The following units are available to commencing students in this course:

| UNIT  | MODE(S) AVAILABLE         | CREDIT POINTS |
|---|---------------------------|---------------|
| LIT101 Great Books of the Western World I               | Internal; External/online | 10            |
| LIT102 Great Books of the Western World II              | Internal; External/online | 10            |
| LIT220 Religion and the Literary Imagination, 1300-1700 | Internal; External/online | 10            |
| LIT233 Literature and Theology in C. S. Lewis           | Internal; External/online | 10            |

### 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 following units are available to commencing students in these courses (choose a maximum of four units, including CS116):

| UNIT  | MODE(S) AVAILABLE         | CREDIT POINTS |
|---|---------------------------|---------------|
| CS116 Christian Foundations for Work and Vocation I | Internal; External/online | 10            |
| DM120 Introduction to Dramatic Performance          | Internal; External/online | 10            |
| HT102 The West: Culture and Ideas                   | Internal; External/online | 10            |
| LIT101 Great Books of the Western World I           | External/online           | 10            |
| LIT102 Great Books of the Western World II          | Internal; External/online | 10            |
| PHL103 Introduction to Philosophy                   | Internal; External/online | 10            |

## 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.

Units of study that are listed as being delivered by *internal* and *intensive* modes will commence Semester 2, 2020 as **on campus** classes with required social distancing measures and enhanced cleaning regimes in place.

Students who choose not to return to campus at this time are advised to enrol in the *external/online* mode for their units of study where this is available. Units of study that are listed as being delivered by the *internal* or *intensive* mode only will have alternative arrangements available for students who choose not to return to campus at this time.

## 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 SELECTION

If you wish to change your unit selection after completing your enrolment, 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 2, 2020 is **Thursday, 13 August 2020**.

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    |