

UNIT SELECTION GUIDE

MINISTRIES COURSES

SEMESTER 1, 2022



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, 2022.

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

MINISTRIES COURSES	COURSE CODE
UNDERGRADUATE COURSES	
Undergraduate Certificate in Ministry Leadership	MS08
Undergraduate Certificate in Biblical Studies	MS09
Diploma of Ministry	MS07
Bachelor of Ministry	MS11
POSTGRADUATE COURSES	
Graduate Certificate in Biblical Studies	MS45
Graduate Certificate in Ministry	MS43
Graduate Diploma in Ministry	MS44
Master of Ministry Leadership	MS51

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 Ministries courses are as follows:

UNDERGRADUATE MINISTRY COURSES	COURSE CODE
Undergraduate Certificate in Ministry Leadership	MS08
Undergraduate Certificate in Biblical Studies	MS09
Diploma of Ministry	MS07
Bachelor of Ministry	MS11

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

UNDERGRADUATE CERTIFICATE IN MINISTRY LEADERSHIP (MS08)

The following units are available to commencing students in the Undergraduate Certificate in Ministry Leadership:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JC102 Communication for Ministry	Internal; External/online	10
JC103 Leadership for Life and Ministry	External/online	10
JC251 Practicum 1	Internal; External/online	10
JC252 Practicum 2	Internal; External/online	10

Please note that students are not permitted to enrol in practicum units alone unless JC102 and/or JC103 have been completed.

The Undergraduate Certificate in Ministry Leadership is nested in the Bachelor of Ministry. Students who complete the Undergraduate Certificate can articulate into the Bachelor.

UNDERGRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS09)

The following units are available to commencing students in the Undergraduate Certificate in Biblical Studies:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JA101 Biblical Interpretation and Application	Internal; External/online	10
JA102 Biblical Studies in the Old Testament	External/online	10
JA103 Biblical Studies in the New Testament	Internal; External/online	10
JB104 Spiritual Transformation	Internal; External/online	10

If fewer than four units are to be undertaken, *JA101 Biblical Interpretation and Application* must be included among the units selected.

The Undergraduate Certificate in Biblical Studies is nested in the Diploma of Ministry and Bachelor of Ministry. Students who complete the Undergraduate Certificate can articulate into either the Diploma or the Bachelor.

DIPLOMA OF MINISTRY (MS07), BACHELOR OF MINISTRY (MS11)

The following units are available for commencing students in the Diploma of Ministry and Bachelor of Ministry who wish to undertake studies in the *internal* mode only:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JA101 Biblical Interpretation and Application	Internal; External/online	10
JA103 Biblical Studies in the New Testament	Internal; External/online	10
JB104 Spiritual Transformation	Internal; External/online	10
JC102 Communication for Ministry	Internal; External/online	10

If fewer than four units are to be undertaken, *JA101 Biblical Interpretation and Application* must be included among the units selected.

Students who wish to undertake all or some of their studies the *external/online* mode may select from these and other units. The following units are available for commencing students in the *external/online* mode:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JA101 Biblical Interpretation and Application	Internal; External/online	10
JA102 Biblical Studies in the Old Testament	External/online	10
JA103 Biblical Studies in the New Testament	Internal; External/online	10
JB104 Spiritual Transformation	Internal; External/online	10
JB105 Theology of Ministry	External/online	10
JC101 Introduction to Ministry Practice	External/online	10
JC102 Communication for Ministry	Internal; External/online	10
JC103 Leadership for Life and Ministry	External/online	10

The Diploma of Ministry is nested in the Bachelor of Ministry, with the Diploma comprising the first year (full-time equivalent) of the Bachelor. Students who complete the Diploma of Ministry can articulate into the second year (full-time equivalent) of the Bachelor of Ministry.

POSTGRADUATE COURSES

The postgraduate Ministries courses are as follows:

POSTGRADUATE MINISTRY COURSES	COURSE CODE
Graduate Certificate in Biblical Studies	MS45
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, or contact your Course Coordinator.

GRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS45)

The following units are available to commencing students in the Graduate Certificate in Biblical Studies:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JA401 Biblical Interpretation and Application	Internal; External/online	10
JA402 Biblical Studies in the Old Testament	External/online	10
JA403 Biblical Studies in the New Testament	Internal; External/online	10
JB404 Spiritual Transformation	Internal; External/online	10

If fewer than four units are to be undertaken, *JA401 Biblical Interpretation and Application* must be included among the units selected.

The Graduate Certificate in Biblical Studies is nested in the Graduate Diploma in Ministry. Students who complete the Graduate Certificate can articulate into the Graduate Diploma.

GRADUATE CERTIFICATE IN MINISTRY (MS43), GRADUATE DIPLOMA IN MINISTRY (MS44)

The Graduate Certificate in Ministry comprises any four of the units from the Graduate Diploma in Ministry, with a maximum of two units in any one field (JA, JB or JC).

The following units are available for commencing students in the Graduate Certificate in Ministry and Graduate Diploma in Ministry who wish to undertake studies in the *internal* mode only:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JA401 Biblical Interpretation and Application	Internal; External/online	10
JA403 Biblical Studies in the New Testament	Internal; External/online	10
JB404 Spiritual Transformation	Internal; External/online	10
JC402 Communication for Ministry	Internal; External/online	10

If fewer than four units are to be undertaken, *JA401 Biblical Interpretation and Application* must be included among the units selected.

Students who wish to undertake all or some of their studies the *external/online* mode may select from these and other units. The following units are available for commencing students in the *external/online* mode:

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JA401 Biblical Interpretation and Application	Internal; External/online	10
JA402 Biblical Studies in the Old Testament	External/online	10
JA403 Biblical Studies in the New Testament	Internal; External/online	10
JB404 Spiritual Transformation	Internal; External/online	10
JB405 Theology of Ministry	External/online	10
JC401 Introduction to Ministry Practice	External/online	10
JC402 Communication for Ministry	Internal; External/online	10
JC403 Leadership for Life and Ministry	External/online	10

The Graduate Certificate in Biblical Studies is nested in the Graduate Diploma in Ministry. Students who complete the Graduate Certificate can articulate into the Graduate Diploma.

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. Units in this course are normally available in the *intensive* mode only.

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

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
JM503 Scholarship and the Ministry Leader	Intensive; External/online	10

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