

UNIT SELECTION GUIDE

Ministries Courses

Semester 2, 2017



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 2, 2017.

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

School of Ministries Courses	Course Code
Diploma of Ministry	MS07
Bachelor of Ministry	MS11
Graduate Certificate in Ministry	MS43
Graduate Diploma in Ministry	MS44

You will need to select the units in which you wish to enrol in Semester 2, 2017. The number of units you select will depend upon 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 offered in the Ministries courses 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 for the Ministries courses is 4 units, or 40 credit points, per semester. To be eligible for Centrelink payments in approved courses, students must enrol in at least 75% of a normal full time study load; for Ministries courses, this is at least 3 units, or 30 credit points, per semester.

Part time students will choose how many units they enrol in depending on their other commitments.

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, 2017 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 in Semester 2, 2017 will be displayed. The mode(s) in which these units are being offered is also displayed.

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

Students who have received transfer of credit for any of the units indicated for the Ministries courses should contact their Course Coordinator for advice regarding their unit selection.

The units that are being offered to students who are commencing a Ministries course in Semester 2, 2017 are indicated below. Students who are enrolling on a full time basis should select all units indicated for their courses, while students who are enrolling in less than a full time study load should select the appropriate number of units.

Diploma of Ministry (MS07) and Bachelor of Ministry (MS11)

The first semester of study is the same for all students who are enrolled in the Diploma of Ministry and the Bachelor of Ministry. The program of units to be undertaken by students who are commencing these courses is:

Unit	Core/Elective	Credit points
JA102 Biblical Studies in the Old Testament	Core	10
JB105 Theology of Ministry	Core	10
JC101 Introduction to Ministry Practice	Core	10
JC103 Leadership for Life and Ministry	Core	10

Graduate Certificate in Ministry (MS43)

The units which comprise the Graduate Certificate in Ministry are a selection of those that comprise the Graduate Diploma in Ministry. Students who are commencing this course may undertake up to four of the following units, with a maximum of two units in any one field (that is, JA, JB or JC):

Unit	Core/Elective	Credit points
JA401 Biblical Interpretation and Application	Elective	10
JA402 Biblical Studies in the Old Testament	Elective	10
JA403 Biblical Studies in the New Testament	Elective	10
JB404 Spiritual Transformation	Elective	10
JB405 Theology of Ministry	Elective	10
JC401 Introduction to Ministry Practice	Elective	10
JC402 Communication for Ministry	Elective	10
JC403 Leadership for Life and Ministry	Elective	10

For information regarding the mode in which these units are being offered, please see the *Units on Offer Semester 2, 2017* document on the CHC website.

Graduate Diploma in Ministry (MS44)

The program of units to be undertaken by students who are commencing this course is:

Unit	Core/Elective	Credit points
JA402 Biblical Studies in the Old Testament	Core	10
JB405 Theology of Ministry	Core	10
JC401 Introduction to Ministry Practice	Core	10
JC403 Leadership for Life and Ministry	Core	10

This is the program of units for students who wish to undertake studies in the internal mode. Further unit choices are available for enrolment in the external mode. Please contact the School of Ministries for further details.

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 date for Semester 2, 2017 is **Thursday, 17 August**.

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 dates that apply to each semester are declared by CHC in the *Student Handbook* and on the CHC website. 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