

UNIT SELECTION GUIDE

Undergraduate Business Courses

Semester 1, 2019



Dear Student,

Congratulations and welcome to the School of Education and Business at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 1, 2019.

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

| Undergraduate Business Courses | Course Code |
|--------------------------------|-------------|
| Diploma of Business | BS01 |
| Bachelor of Business | BS11 |

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 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, 2019 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.

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

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

The Diploma of Business is nested in the Bachelor of Business. The units that are available to commencing students in these courses are:

| Unit | Credit points |
|---|---------------|
| BZ100 Introduction to Business and Management | 10 |
| BZ101 Business Communication | 10 |
| BZ102 Accounting Principles | 10 |
| CS116 Christian Foundations for Work and Vocation I | 10 |

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

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, 2019 is **Wednesday, 20 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 |