

# UNIT SELECTION GUIDE

## Liberal Arts Courses

### Semester 2, 2019



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, 2019.

As a student who is undertaking 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

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. A normal full-time study load for students who are enrolled in the accelerated track of the Bachelor of Arts in the Liberal Arts is 5 units.

To be eligible for Centrelink payments in approved courses<sup>1</sup>, 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 (4 units, or 40 credit points, for the accelerated track of the Bachelor of Arts in the Liberal Arts).

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, 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 *Liberal Arts Courses Handbook* contains information regarding the requirements for the courses offered by the Millis Institute.

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

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
DM120 Introduction to Dramatic Performance	10
HT102 The West: Culture and Ideas	10
LIT102 Great Books of the Western World II	10
PHL100 Logic	10
PHL104 Philosophy and Science	10

Students who are enrolled in the Diploma of Liberal Arts: Foundations of Wisdom and the standard track of the Bachelor of Arts in the Liberal Arts will choose a maximum of 4 units (a standard full-time load), while students who are enrolled in the accelerated track of the Bachelor of Arts in the Liberal Arts will choose 5 units.

Bachelor students should select their units according to the major(s) they wish to undertake in the course. Information regarding course planning, including the requirements for completing majors, should be directed to the Course Coordinator.

Students who have received transfer of credit for any of the units indicated for their courses 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 date for Semester 2, 2019 is **Thursday, 15 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