

COMMENCING STUDENT UNIT SELECTION GUIDE SOCIAL SCIENCE COURSES



Welcome to the School of Social Sciences at Christian Heritage College. The purpose of this guide is to assist you with your unit selection in your first semester of study.

You will need to select the units in which you wish to enrol for this semester.

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.

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, log in to the *MyCHC* student portal and follow these instructions:

- On the home page, select the *Class Enrolment* icon.
- Choose your current course name.
- Choose the semester you want to enrol in.
- Keep the enrolment type as "All".
- Tick the subject(s) you want to enrol in. When you have selected a subject(s) the class list will appear at the bottom of the screen.
- Tick the class you want to enrol in (the available online and on campus options will show along with any tutorial options).
- 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.

The *Ministries Handbook* contains information regarding the requirements for completion of the Ministries courses or contact your Course Coordinator.

MODES

Definitions of mode can be found here:

[Policy - Delivery of Units.pdf](#)

UNDERGRADUATE COURSES

DIPLOMA OF SOCIAL SCIENCE (SS04), BACHELOR OF COUNSELLING (SS18) AND BACHELOR OF HUMAN SERVICES (SS19)

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CO100 Mental Health and Wellbeing	External/Online	10
SO104 Communication Skills for Professional Practice	Internal; External/Online	10
SO108 Introduction to Human Services Practice	Internal; External/Online	10
SO112 Introduction to Human Behaviour	Internal; External/Online	10

POSTGRADUATE COURSES

GRADUATE CERTIFICATE IN COUNSELLING STUDIES (SS34)

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

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CO503 The Personal Formation of the Practitioner	Intensive	10
CO516 Mental Health and Wellbeing	External/Online	10
CO514 Foundational Interpersonal Counselling Skills	Intensive	10

MASTER OF COUNSELLING (SS51)

The following units are available to commencing students in the Master of Counselling (choose a maximum of four units):

UNIT	MODE(S) AVAILABLE	CREDIT POINTS
CO503 The Personal Formation of the Practitioner	Intensive	10
CO516 Mental Health and Wellbeing	External/Online	10
CO514 Foundational Interpersonal Counselling Skills	Intensive	10
CO523 Ethics in Counselling	External/Online	10

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 and tutorials, reading and preparation for classes, study and research, assessment work, etc.

DELETE (DROP) UNITS

If you wish to delete (drop) units you may do so through online enrolment in MyCHC up until the end of Week 2. If you wish to drop a unit after the end of Week 2 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.