

School of Ministries

Unit Selection Guide

Semester 1, 2012



Dear Student,

Congratulations and welcome to the School of Ministries at Christian Heritage College. We are also known as Citipointe Ministry College (CMC) but for all formal procedures please use the name, 'School of Ministries'. The purpose of this guide is to assist you with your unit selection for Semester 1, 2012.

As a student in the School of Ministries, you will be enrolled in one of the courses noted below, along with their course codes:

School of Ministries Courses	CHC Code
Diploma of Ministry - Social Justice	MS06
Diploma of Ministry Studies	MS03
Bachelor of Ministry	MS11
Graduate Certificate in Ministry Studies	MS41
Graduate Diploma in Ministry Studies	MS42
Master of Ministry Leadership	MS51

You will need to select the units in which you wish to enrol in Semester 1, 2012. 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, which means that it requires an average of 10 hours per week of study over the course of a semester to complete.

The normal full-time load for Ministries students is 4 units, or 40 credit points, per semester (the equivalent of 40 hours of study per week). To be eligible for Centrelink benefit payments, students must enrol in at least 75% of the normal full-time load; for Ministries students this means at least 3 units per semester.

Part-time students will choose how many units they enrol in depending on their other commitments. If you work on the basis that each unit requires 10 hours of study per week, it should give you an idea of how many units you can fit into your schedule.

If you think that you may be eligible for transfer of credit or exemption from any of these units, 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

The tables below will assist you to select your units for Semester 1, 2012 according to the course in which you are enrolled.

Diploma of Ministry - Social Justice (MS06)

The units which comprise the first semester of the Diploma of Ministry - Social Justice are as follows.

Unit Code	Unit Title	Core/Elective	Credit Points
JA106	History of Christian Thought on Social Justice	Core	10
JC251	Practicum 1	Core	10
	Elective	Elective	10
	Elective	Elective	10

The Elective units which are being offered in Semester 1, 2012 are:

Unit Code	Unit Title	Core/Elective	Credit Points
JC202	Leadership for Life and Ministry	Elective	10
JC215	The Church in Mission	Elective	10
JC218	Building Community	Elective	10

Diploma of Ministry (MS03) and Bachelor of Ministry (MS11)

The units which comprise the first semester of the Diploma of Ministry are indicated in the table below. These are also the units for the first semester of the Bachelor of Ministry.

Unit Code	Unit Title	Core/Elective	Credit Points
JA101	Biblical Interpretation and Application	Core	10
JA103	Biblical Studies in the New Testament	Core	10
JA105	History of Christian Thought and its Practice	Core	10
JB101	Spiritual Formation	Core	10

Graduate Certificate in Ministry Studies (MS41) and Graduate Diploma in Ministry Studies (MS42)

The units which comprise the Graduate Certificate in Ministry Studies are indicated in the table below. These units also comprise the first semester of the Graduate Diploma in Ministry Studies.

Unit Code	Unit Title	Core/Elective	Credit Points
JA401	Biblical Interpretation and Application	Core	10
JA403	Biblical Studies in the New Testament	Core	10
JA404	Cornerstones for Ministry	Core	10
JB401	Spiritual Formation	Core	10

Master of Ministry Leadership (MS51)

The unit for the Master of Ministry Leadership which is being offered in Semester 1, 2012 is:

Unit Code	Unit Title	Core/Elective	Credit Points
JM501	Paradigms of Leadership	Core	10

Changing your unit selection

If you wish to change your enrolment after submitting your Unit Selection, you must submit a completed *Application for Change to Unit Selection* form. Changes to your unit selection may have an effect upon transcript data and fees payable, depending upon the date upon which any such changes are made, as outlined in the table below. Please refer to the *School of Business Student Handbook* for further details and the dates which apply to changes to unit selection.

Census date

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 federal legislation.

The Census Date for each semester is declared by CHC in Student Handbooks and on the CHC website. Note carefully the following outcomes for withdrawal from units. The Census date for Semester 1, 2012 is **Wednesday, 21 March**:

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