2019 COURSE ENROLMENT GUIDE
Faculty of Education and Arts
Graduate Certificate in Higher Education - Online

(Information last updated on 29 August 2018)

GET STARTED!
Click through the links below to information in this Guide

STEP 1 Have a look at your Course Map for the structure of your course.

STEP 2 Make sure you’ve read the Course Information. It has links to the Handbook. Be sure you are familiar with the rules and structure of your course.

STEP 3 Next up, check the Unit Information. Pay particular attention to prerequisite requirements.

STEP 4 Head over to the Enrolment page on the ACU website. You’ll see step-by-step instructions on how to enrol in units via Student Connect.

Before you go, did you know?
Course Enrolment Guides can change so you should check the website for the latest updates. Additional information from your School, Faculty and the University will be sent to your ACU student email address so make sure you’ve got it set up and you check it regularly. All your email communication with University staff must be sent from your ACU student email account.
1. COURSE MAPS

Graduate Certificate in Higher Education
Online

<table>
<thead>
<tr>
<th>Graduate Certificate in Higher Education – 40cp</th>
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<tbody>
<tr>
<td>*All units offered in ONLINE mode of study only</td>
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**YEAR 1**

| Semester 1 | UNHE500 Learning and Teaching in Higher Education 10cp |
| Semester 2 | UNHE501 Curriculum Design, Assessment and Evaluation in Higher Education 10cp *(Pre: UNHE500)* |

**YEAR 2**

| Semester 1 | UNHE505 Technology Enhanced Learning in Higher Education 10cp *(Pre: UNHE501)* OR HLSC663* Simulation Design and Delivery in Higher Education 10cp *(Pre: UNHE501)* |
| Semester 2 | UNHE503 Scholarship in Higher Education 10cp *(Pre: UNHE505 or HLSC663)* |

*NB This unit will only be offered if there are sufficient numbers of students interested in enrolling. Therefore, please register your interest with the Course Coordinator (details below) as early as possible.*
2. COURSE & UNIT INFORMATION

If you have already studied at university level or have significant relevant work experience, you can apply for credit towards your ACU course. Credited units replace units you would otherwise study, so you can finish your course earlier. You can apply for credit towards your ACU course by completing an Application for Credit / Recognition of Prior Learning form. The form should be submitted no later than the census date in the first semester of your enrolment in the course. The census date is the last day you can make changes to your student enrolment before you become committed to your fees.

Course Structure

The ACU Handbook\(^1\) provides detailed information about each ACU course, including minimum duration and requirements for completion. Please follow the link below to view the rules for your course:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Rules Handbook Link</th>
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3. GETTING ADVICE

Course Advice

The Course Coordinator listed below can assist you with course advice.

<table>
<thead>
<tr>
<th>Course Coordinator</th>
<th>Dr. Duncan Nulty</th>
<th><a href="mailto:GCHE.LTC@acu.edu.au">GCHE.LTC@acu.edu.au</a></th>
</tr>
</thead>
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General Advice

All queries not specifically related to your course, such as admissions, enrolment, fees, scholarships, exams, timetabling and graduations should be directed to ASK ACU\(^2\).

The Administration & Enrolment\(^3\) webpage also has useful information to help you in managing your studies (log in required).

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1 http://www.acu.edu.au/452097
2 https://acu.service-now.com/kb/
3 https://students.acu.edu.au/332297

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