

Class Registration for MTeach (Sec) Candidates: First Half Year, 2017

Melbourne Graduate School of Education, University of Melbourne

Welcome to the class registration period for the first half of 2017. By now you should have completed your enrolment into all your first half subjects, ready to register for classes.

(Please contact Stop1 at <http://students.unimelb.edu.au/stop1> if you have any difficulties finalising your enrolment).

Main Registration Policy Points

1. All MTeach (Sec) candidates must have a clash-free, complete timetable by 12pm on Thursday 2nd February, before the commencement of classes.
2. Students must check their University email regularly, as this is the main form of course- and subject-specific registration communication. Essential news and updates will be reported through email.
3. Priority registration is offered to students with documented religious/medical/childcare arrangements in place, and timely applications are actioned where possible.
4. Work or other commitments are NOT grounds for priority registration – please do not contact Teaching Services with these requests. It is expected all students will have availability to attend any classes.
5. Students with queries about or requiring help with registration can contact Education Teaching Services at education-teachingservices@unimelb.edu.au.
6. Students should NOT approach teaching staff members with registration queries/requests.

Registration Schedule

Class registration for the MTeach (Sec) in the First Half Year 2017 will be staggered, with places across all classes being released over two dates, as detailed below:

Release	Date	Time	Percentage of places released
Place Release 1	Wednesday 25 th January	8.00am	70% of places across all classes
Place Release 2	Monday 30 th January	8.00am	30% of places across all classes

Registration Process

From 8am on Wednesday 25th January, provided you have enrolled in your subjects, you can begin registering for First Half Year classes through your Student Portal.

1. Log into the class registration page at <https://prod.ss.unimelb.edu.au/student/Login.aspx>.
2. Once on the registration page, **set the study period drop menu to read 'All' and refresh** – you should be able to see all your First Half subjects listed above the timetable graphic.
3. Register for each class individually, by clicking on the 'register' button for each subject and checking the box in the corner of your preferred available classes. Click 'Save' to secure your registration. Note that many subjects will have more than one activity for which to register (eg. a lecture AND a tute/seminar).
4. When all dots next to each First Half subject have turned to green (except for EDUC90908, for which you don't need to register), and you have ensured there are no clashes in your timetable, you are finished!
5. If you have an unresolvable clash or any other queries, please contact us at: education-teachingservices@unimelb.edu.au – please check your email regularly for further advice.

The MTeach (Sec) Timetable, First Half Year 2017

In the first half of 2017, all MTeach (Sec) teacher candidates will need to register for classes in the following subjects:

- ✓ **EDUC90901 Educational Foundations (Sec)** – 1 Seminar (S01)
- ✓ **EDUC90904 Introduction to Clinical Practice (Sec)** – 1 Seminar (S01)
- ✓ **Your 2 Learning Area Subjects** (<https://handbook.unimelb.edu.au/view/2017/MC-TEACHSA>)

While you will need to enrol in EDUC90908 Clinical Teaching Practice (Sec) 1, **you will NOT need to register for this subject**, as it comprises your school placement and has no scheduled classes.

The timetable you create for yourself through registrations into these subjects will apply in its standard form from the week beginning Monday 27th February, and will inform your timetables for the first three irregular weeks of classes, through the Big Ideas Week beginning Monday 6th February and the two-week intensive period beginning Monday 13th February.

Big Ideas Week (Monday 6th February – Friday 10th February)

In 2017 the MTeach (Sec) will commence with a Big Ideas Week. Through this week, you will attend a range of course induction and information sessions, as well as classes for your EDUC90901 Educational Foundations subject.

Please be aware that you will need to have availability to attend a Course Induction day on Monday 6th February from 10am into the afternoon (details to come) and sessions/classes from 9.00am – 4.30pm on each of Tuesday 7th February to Friday 10th February.

The schedule for Big Ideas Week is as follows:

Time	Mon 6 th Feb	Tues 7 th Feb	Wed 8 th Feb	Thurs 9 th Feb	Fri 10 th Feb
9.00 – 10.00	Details TBA	Info Session Asia Centre	Info Session Asia Centre	Info Session Asia Centre	90904 ICP Lecture Asia Centre
10.00 – 11.00		EF Lecture Asia Centre	EF Lecture Asia Centre	EF Lecture Asia Centre	EF Lecture Asia Centre
11.00 – 11.30		Break	Break	Break	Break
11.30 – 12.30		EF Seminar A (Locations TBA)	EF Seminar A (Locations TBA)	EF Seminar A (Locations TBA)	EF Seminar A (Locations TBA)
12.30 – 1.30		EF Seminar B (Locations TBA)	EF Seminar B (Locations TBA)	EF Seminar B (Locations TBA)	EF Seminar B (Locations TBA)
1.30 – 2.30		Lunch	Lunch	Lunch	Lunch
2.30 – 4.00/4.30		Academic Skills Session OR Library Skills Session	Academic Skills Session OR Library Skills Session	Academic Skills Session OR Library Skills Session	Academic Skills Session OR Library Skills Session

All students will attend the information sessions and Educational Foundations lectures on each of Tuesday to Friday, and all will attend one of the Seminar A or B series on each day (so those allocated to Group A will attend seminars from 11.30 – 12.30 each day and those to Group B will attend from 12.30 – 1.30). We will advise of your seminar group and location, which will be based on your EDUC90901 Educational Foundations timetable registration, on Friday 3rd February. Please note that you will be required to attend your allocated session only.

All students will also need to attend one each of an Academic Skills and Library Skills Session across the Tuesday to Friday – again, our team will advise of your allocation on Friday 3rd. This will mean all students will finish early, straight after their seminar sessions on two of the days from Tuesday to Friday.

The Intensive Block (Monday 13th February – Friday 24th February)

Following the Big Ideas Week, you will complete an intensive block that runs from Monday 13th February to Thursday 23rd February, with a clinical teaching preparation day on Friday 24th February.

This intensive block will incorporate three cycles of all your timetabled classes (except EDUC90901 Educational Foundations) within a 9-day period. This means that, for the start of the First Half, your standard Monday, Tuesday and Wednesday classes (which comprise a single 'cycle') will be repeated with the exact same times and venues twice across the nine days, as shown here:

MTEACH (SEC) INTENSIVE BLOCK, 2017				
Monday 13 th Feb Cycle 1	Tuesday 14 th Feb Cycle 1	Wednesday 15 th Feb Cycle 1	Thursday 16 th Feb Cycle 2	Friday 17 th Feb Cycle 2
Monday 20 th Feb Cycle 2	Tuesday 21 st Feb Cycle 3	Wednesday 22 nd Feb Cycle 3	Thursday 23 rd Feb Cycle 3	Friday 24 th Feb Clinical Teaching Prep

The classes you register yourself into through the registration process will make up your standard Monday to Wednesday timetable and also inform your timetable for the intensive block, as follows:

- All of the classes you register for on a Monday (except EF) will commence on Monday 13th February and be repeated at the same time and in the same place on Thursday 16th February and Tuesday 21st February.
- All of the classes you register for on a Tuesday (except EF) will commence on Tuesday 14th February and be repeated at the same time and in the same place on Friday 17th February and Wednesday 22nd February.
- And all of the classes you register for on a Wednesday (except EF) will commence on Wed 15th February and be repeated at the same time and in the same place on Monday 20th February and Thursday 23rd February.

On Friday 24th February you will be required to attend a Clinical Teaching Practice preparation day (details TBA).

An empty timetable template has been provided in this document, for you to fill in your **intensive block classes**. All you need to do to complete the timetable is to refer to your Monday, Tuesday and Wednesday registrations shown in your Student Portal timetable, and then copy the days as specified (except EDUC90901 Educational Foundations seminars).

After the intensive block, classes will continue as per your Student Portal timetable, on Mondays, Tuesdays and Wednesdays only. The Clinical Teaching program will commence from Thursday 2nd March – you do not need to register for any classes for this subject.

My MTeach (Sec) Timetable for the Intensive Block, 2017

	Mon 13th Feb (1) Standard Monday (except EF)	Tues 14th Feb (1) Standard Tuesday (except EF)	Wed 15th Feb (1) Standard Wednesday (except EF)	Thurs 16th Feb (2) Copy TT from Mon 13 th (except EF)	Fri 17th Feb (2) Copy TT from Tues 14 th (except EF)
8.00					
9.00					
10.00					
11.00					
12.00					
1.00					
2.00					
3.00					
4.00					
5.00					
6.00					
	Mon 20th Feb (2) Copy TT from Wed 15 th (except EF)	Tues 21st Feb (3) Copy TT from Mon 13 th (except EF)	Wed 22nd Feb (3) Copy TT from Tues 14 th (except EF)	Thurs 23rd Feb (3) Copy TT from Wed 15 th (except EF)	Fri 24th Feb Clinical Teaching Prep
8.00					
9.00					
10.00					
11.00					
12.00					
1.00					
2.00					
3.00					
4.00					
5.00					
6.00					

MTeach (Sec) Class Registration: FAQs

1. When do I register for classes?

On Page 1, you will find a schedule of class place release, beginning on Wednesday 25th January. Please be aware that you need to be registered for all your classes by 12pm on Thursday 2nd February.

2. How can I generate a clash-free timetable?

You can access your timetable via the Student Admin tab on the Portal home page. Click on the 'My Timetable' link, or log into the timetable directly via <https://prod.ss.unimelb.edu.au/student/Login.aspx>.

Here, you can register for each class individually by clicking the 'register' buttons to the immediate right of subject listings and ticking the box(es) of your preferred class option(s) in the timetable grid below. Remember to click 'save' (at the top and bottom of the timetable graphic) for each selection to secure your registrations.

Once you've registered for all activities for a subject, the circle beside the listing will turn green, and the register button will instead read 'change' – you can change your registration at any time, any number of times, by clicking this button. When you have registered for all activities for all timetabled subjects (as listed in this document), you are finished.

3. What do I do if all my subjects aren't showing?

It might be because you are not enrolled in all your subjects. To check this, you can go to the 'My Study Plan' link on the home page of your Student Portal.

If you are enrolled in all your subjects, the most likely reason you're not able to view all subjects is because the study period drop menu setting needs changing to read 'All' and then refreshing.

4. There are no classes available/I can't register into classes.

It's likely that many class release quotas will fill quickly from the release times, so it may be necessary to wait for the next staggered release date (see Page 1) before it's possible to secure a class.

5. What if I have already been registered for a class?

It is possible that you will find you have been automatically registered for some classes, for which there is only one class option available. For instance, if there is one lecture for a subject, or there is only one class with places left, we may automatically register you. This will happen more regularly as classes fill after the final release of places.

6. I have personal commitments and I can't get into the class I want.

Unfortunately, it is not possible for all students to create their ideal timetables. If you are unable to secure your preferred class, you will need to register for an alternative class.

The only acceptable reasons for priority registration are for ongoing medical, religious or childcare arrangements, for which documented evidence will need to be provided. *No consideration will be given to registration requests on grounds of work/travel/sporting etc commitments, as the expectation is that you have availability to attend any classes.*

7. I don't have any breaks in my schedule.

It may be necessary to timetable some whole days with back-to-back classes. Please note that time is provided for room transitions between classes. Classes will finish five minutes before the scheduled end time, and start five minutes after the scheduled commencement, to allow students time to move between rooms/buildings. There is a 15-20 min break built into the middle of the day where possible, during which time those with full days can have a quick lunch.

8. I have a timetable clash.

This might mean you have to reshuffle your registrations to fit everything in. Unfortunately, it's not always possible to secure your first class preferences, or for them to work with the scheduling of other subjects, and sometimes (especially after classes start to fill up) it may mean changing several registrations to find a clash-free option. If you can't find a solution to your timetable clash after all places have been released, contact us at the address below.

9. What if I've tried everything and still can't successfully register for classes?

Contact our class registration team. You can email us at education-teachingservices@unimelb.edu.au.