

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

Melbourne Graduate School of Education, University of Melbourne

Welcome to the class registration period for the second half of 2017. By now you should have completed your enrolment into all your second half year 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 11am on Wednesday 5th July, ready for the commencement of classes on Monday 10th July.
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 second half year 2017 will be staggered, with places across all classes to be released over two dates, as detailed below:

Release	Date	Time	Percentage of places released
Place Release 1	Friday 23 rd June	7.00am	70% of places across all classes
Place Release 2	Wednesday 28 th June	7.00am	30% of places across all classes

Registration Process

From 7am on Friday 23rd June, provided you have enrolled in your subjects, you can begin registering for Second 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 'July' and refresh** – you should be able to see all your standard second half subjects listed above the timetable graphic.
3. Register for each class individually, by clicking on the 'register' button for each subject and clicking on your preferred available class. 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 July subject have turned to green (except for EDUC90909, 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, Second Half Year 2017

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

- ✓ **EDUC90902 Diverse and Inclusive Classrooms (Sec)** – 1 Lecture (L01) and 1 Seminar (S01)
- ✓ **EDUC90906 Integrating Language & Clinical Practice** – 1 Seminar (S01)
- ✓ **Your 2 Learning Area Subjects** (<https://handbook.unimelb.edu.au/2017/courses/mc-teachsa/print>)

While you will need to enrol in EDUC90909 Clinical Teaching Practice (Sec) 2, **you will NOT need to register for this subject**, as it comprises your school placement and has no scheduled classes.

**** Candidates Completing a Winter Elective Please Note:**

Registration for winter elective subjects will open on Wednesday 7th June at 10am, but note that most subjects will offer no choice of class times, even where there are multiple classes offered (they will run concurrently).

When you come to register for your standard second half subjects from Friday 23rd June at 7am, be sure to set the study period drop menu in your Portal to 'July' and refresh, so you're not also viewing your Winter registrations as you create your standard timetable.

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 Friday 23rd June. Please be aware that you need to be registered for all your classes by 11am on Wednesday 5th July.

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 clicking on 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 (provided there are places still available), 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 'July' 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 must 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.