

Class Registration for Graduate Coursework Programs, First Half 2017

Melbourne Graduate School of Education, University of Melbourne

Once enrolled in subjects, all students are required to register for classes through the my.unimelb Student Portal. It is essential that all students are:

1. Enrolled in a clash-free selection of subjects
2. Registered for all classes for each subject
3. Only attending the classes for which you are registered

When to register for classes

Registration usually opens at the beginning of the month prior to the commencement of classes. For the first half of 2017, the key registration dates are as follows:

Standard Semester 1/Year Long graduate subjects	Tuesday 24 th January	10.00am
All Summer, January, February subjects	December 2016	
All March subjects	Friday 3 rd February	10.00am
All April subjects	Wednesday 1 st March	10.00am
All May subjects	Wednesday 5 th April	10.00am

You will see a prominent registration link on the homepage of your Portal when the main registration period opens.

How to register for classes through the Student Portal

1. Log into your My.Unimelb 'Student Portal' at: <https://my.unimelb.edu.au/login/pages/login.jsp> or via the 'Current Students' link in the top right hand corner of the UoM website (www.unimelb.edu.au).
2. On the home page of your Portal, there will be a Student Admin box on the right side of the page. Click on the 'My Timetable' tab within this box.
3. Once on the registration page, set the study period drop menu to 'All' and refresh – this will ensure you're able to view all your first half subjects in a list above the timetable graphic.
4. 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 class(es) in the timetable graphic below.
5. Click 'Save' to secure your registrations. Note that most subjects will have more than one activity for which to register (there may be multiple seminars, or lectures and seminars, etc).
6. When the dots next to all of your subjects have turned to green, you have finished.

Important points to note

- You can only register for subjects a semester at a time – that is, you will not be able to register for any 2017 subjects until the new year.
- Even if there is only one choice of class, you are required to register into it.
- Where there are multiple classes running concurrently, *it is essential you attend only the class(es) for which you have registered*. A number of central processes, including Subject Experience Surveying, depend on you attending those classes into which you are formally registered. **Please check class locations in your timetable carefully.**
- Student Wellbeing registrations will be organised by program co-ordinators, who will pass a list of groups to our team to register into the system – students in these subjects will NOT need to register themselves.

For assistance

If you are experiencing any difficulty registering for classes, please contact Education Teaching Services at education-teachingservices@unimelb.edu.au or log an enquiry in the CREM system through your Portal.