

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

Melbourne Graduate School of Education, University of Melbourne

Welcome to the MTeach (Prim) 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 candidates must have a complete and clash-free timetable by the week prior to the commencement of classes.
2. Students must check their University email account 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 only, and timely applications are accommodated 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 scheduled classes.
5. Students 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 MTeach (Primary) subjects for 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	Thursday 9 th February	8.00am	70% of places across all classes
Place Release 2	Tuesday 14 th February	8.00am	30% of places across all classes

Registration Process

From 8am on Thursday 9th February, provided you have enrolled in your subjects, you can begin registering for 2017 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 some subjects will have more than one activity for which to register (eg. a lecture AND a tutorial/seminar).
4. When all dots next to each First Half subject have turned to green (except for EDUC90877 [first-year] and EDUC90489 [second-year], 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.

First Year MTeach (Prim) Notes

For the first half of 2017 all commencing 1st year MTeach (Prim) candidates will need to register for classes in the following subjects:

- ✓ EDUC90367 Foundational English Literacy (Feb) – 1 Tutorial (T01)
- ✓ EDUC90778 Primary Mathematics Education 1 (Feb)** – 2 Workshops (W01 and W02)
- ✓ EDUC90882 Educational Foundations (Prim) (Feb) – 1 Seminar (S01)
- ✓ EDUC90885 Introduction to Clinical Practice (Prim) (Feb) – 1 Lecture (L01) and 1 Seminar (S01)

While you will need to enrol in EDUC90877 Clinical Teaching Practice (Prim) 1, you will NOT need to register for this subject, as it comprises your school placement and has no scheduled classes.

** EDUC90778 Primary Mathematics Education 1 has two streamed workshops in which you will need to register. This means that you will register for a Workshop 1 class and its linked Workshop 2 class at once. The streamed classes are set up in pairs, so you register into your selected pair of classes at the one time, through the one registration.

The streamed pairings of EDUC90778 classes are set up as follows:

Stream 1: Workshop 1/Class 1 (Wed 11.00) is linked to Workshop 2/Class 1 (Thurs 10.00)

Stream 2: Workshop 1/Class 2 (Wed 11.00) is linked to Workshop 2/Class 2 (Fri 10.00)

Stream 3: Workshop 1/Class 3 (Wed 2.15) is linked to Workshop 2/Class 3 (Fri 10.00)

Stream 4: Workshop 1/Class 4 (Wed 2.15) is linked to Workshop 2/Class 4 (Friday 1.00)

Stream 5: Workshop 1/Class 5 (Thurs 10.00) is linked to Workshop 2/Class 5 (Friday 1.00)

1 st Year MTeach (Prim) EDUC90778 Primary Maths Education 1 Workshop Streams, First Half 2017								
	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00
Wed			EDUC90778 PME W1/1				EDUC90778 PME W1/3	
			EDUC90778 PME W1/2				EDUC90778 PME W1/4	
Thurs		EDUC90778 PME W1/5						
		EDUC90778 PME W2/1						
Fri		EDUC90778 PME W2/2			EDUC90778 PME W2/4			
		EDUC90778 PME W2/3			EDUC90778 PME W2/5			

The above table shows the streamed combinations of EDUC90778 classes by colour-code. When you register for this subject, you will register for your chosen stream which comprises any two matching coloured classes.

First Years Only: Big Ideas Week (Monday 20th – Friday 24th Feb)

In 2017 the 1st-year MTeach (Prim) year 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 EDUC90882 Educational Foundations subject.

Please be aware that you will need to have availability to attend a Course Induction day on Monday 20th February (details to come) and sessions/classes from 9.00am – 4.30pm on Tuesday 21st and Thursday 23rd February, and from 9.00am – 2.00pm on Wednesday 22nd and Friday 24th February.

First Year MTeach (Prim) Notes Cont.

The schedule for Big Ideas Week, for first-year candidates only, is as follows:

Time	Mon 20 th Feb	Tues 21 st Feb	Wed 22 nd Feb	Thurs 23 rd Feb	Fri 24 th Feb
9.00 – 10.00	Course Induction Day Details TBA	Info Session Law, GM15	Info Session Law, GM15	Info Session Law, GM15	Info Session Law, GM15
10.00 – 11.00		EF Lecture Law, GM15	EF Lecture Law, GM15	EF Lecture Law, GM15	EF Lecture Law, GM15
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 – 1.00		Break	Break	Break	Break
1.00 – 2.00		EF Seminar B (Locations TBA)	EF Seminar B (Locations TBA)	EF Seminar B (Locations TBA)	EF Seminar B (Locations TBA)
2.00 – 2.30		Scholarly Literacy Session (KLD Computer Labs)		Break	EF Lecture Law, GM15
2.30 – 4.30					

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 1.00 – 2.00). We will advise of your seminar group and location, which will be based on your EDUC90882 timetable registration, on Friday 17th February. Please note that you are expected to attend the session to which you are allocated only.

All students will also need to attend a Scholarly Literacy session on the afternoon of Tuesday 21st February – again, our team will advise of exact times and locations on Friday 17th February.

Second Year MTeach (Prim) Notes

For the first half of 2017 all MTeach (Prim) 2nd-year candidates will need to register for classes in the following subjects:

- ✓ **EDUC90376 Science & Technology Education (Feb)** – 2 Lectures (L01 & L02) and 1 Workshop (W01)
- ✓ **EDUC90378 Health & Physical Education (Feb)** – 1 Workshop (W01)
- ✓ **EDUC90774 Socials and Professional Contexts (Feb)** – 1 Lecture (L01) and 1 Workshop (W01)
- ✓ **EDUC90833 Researching Educ Practice (Feb)** – 1 Lecture (L01), 1 Workshop (W01), 1 online Tutorial (T01)

Please note that EDUC90833 workshops and lectures will only run on some weeks of the First Half teaching period. The online tutorial will show in your timetable, but you will be able to complete this at any time most convenient to you on the weeks it will run. More information on the requirements for this subject should become available on the LMS.

While you will need to enrol in EDUC90489: Professional Practice & Seminar Prim 3, you will NOT need to register for this subject, as it comprises your school placement and has no scheduled classes.

**** Please Note:** EDUC90378 Health & Physical Education is conducted off-site in most weeks, at North Melbourne or Carlton North Primary Schools. Time has been built into the timetable to allow for travel to and from school, to ensure you have time to fully attend all your classes, regardless of which you select.

MTeach (Prim) Class Registration: FAQs

1. When do I register for classes?

On Page 1, you will find a schedule of class place release, beginning on Thursday 9th February at 8am. Please be aware that you need to be registered for all your classes by the week before their commencement at the latest.

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?

You may find that 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 once classes fill after the final place release.

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 can 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 available 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 usually a 15-20 minute break built into the middle of each day, during which those with full-day schedules 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.