Welcome to the timetable allocation period for the first half of 2020. This year the University is introducing a new preference-based timetabling system called MyTimetable. Please read the following advice about the 2020 first half year timetabling process and timeline for 1st Year MTeach (Sec) subjects.

(Note that enrolment is a separate process to timetable allocation. Please contact Stop1 if you have any difficulty enrolling into 2020 subjects).

MTEACH TIMETABLE ALLOCATION GUIDELINES

1. All 1st Year MTeach (Sec) candidates must have a clash-free, complete timetable by 12pm on Wednesday 29th January, before the commencement of classes.
2. Students must check their University email regularly, as this is the main form of course- and subject-specific timetabling communication. Essential news and updates will be reported through email.
3. Priority timetabling is offered to students with documented ongoing religious/medical/childcare arrangements in place, and timely applications are actioned where possible.
4. Work or other commitments are NOT grounds for priority timetabling – please do not contact Teaching Support with these requests. It is expected students will have availability to attend any classes.
5. Students with queries about or requiring help with timetabling can contact Education Teaching Support at mgse-teachingsupport@unimelb.edu.au.
6. Students should NOT approach teaching staff members with timetabling queries/requests.

Timetabling Process and Schedule

In the first half of 2020, 1st Year MTeach (Sec) subjects will have an alternative timeline for timetabling to those for the rest of the University, due to their early commencement. Please note that preferences need to be entered by Sunday 19th January to be included in the sort.

**NB:** The recommended browsers for MyTimetable are Chrome, Edge, Firefox and Safari – note that Explorer is not compatible with this system.
STANDARD & ACCELERATED Mode: Subjects for Preference Entry

In the first half of 2020, all 1st-year MTeach (Sec) teacher candidates studying in the standard or accelerated modes will need to enter preferences for classes in the following subjects:

✓ EDUC90901 Educational Foundations (Sec) [S1E] – 1 Seminar (S01)
✓ EDUC90904 Introduction to Clinical Practice (Sec) [S1E] – 1 Seminar (S01), 1 Lecture (L01)

All students will be auto-allocated to single-sitting classes such as lectures, so you don’t need to enter preferences for these activities.

While you will need to enrol in EDUC90908 Clinical Teaching Practice (Sec) 1 [S1E], **you will NOT need to enter preferences for this subject**, as it comprises your school placement and has no scheduled classes.

EXTENDED Mode: Subjects for Preference Entry

In the first half of 2020, all 1st-year MTeach (Sec) teacher candidates studying in the extended mode will need to enter preferences for classes in the following subjects:

✓ EDUC90901 Educational Foundations (Sec) [S1E] – 1 Seminar (S01)
✓ EDUC90904 Introduction to Clinical Practice (Sec) [S1E] – 1 Seminar (S01), 1 Lecture (L01)

All students will be auto-allocated to single-sitting classes such as lectures, so you will not need to enter preferences for these activities.

Priority Timetabling Requests

Where possible we provide a priority timetabling service for candidates with documented ongoing medical, religious or childcare grounds that impact availability through the week. Note that these are the only grounds on which we are permitted to priority timetable students into preferred classes.

Eligible candidates can apply for priority timetabling at **mgse-teachingsupport@unimelb.edu.au** by **Friday 17th January** – prior to the sort – with the following:

- Student ID
- Documentation showing eligibility for priority timetabling on medical, religious or childcare grounds (this might include a letter from a healthcare professional, religious leader or school/childcare centre, or a birth certificate showing you to be the parent of a dependent child)
- Details of preferred class times

*A reminder that priority timetabling requests on work, sporting, travel or similar personal grounds can NOT be considered – we ask that you please not contact us with these requests.*

Timetabling Support

Further details about MyTimetable are available online at [https://students.unimelb.edu.au/class-timetable/mytimetable](https://students.unimelb.edu.au/class-timetable/mytimetable), with more comprehensive support pages (with a link to the MyTimetable system, step-by-step instructions and a list of handy FAQs) to be released at the same URL from Monday 11th November when MyTimetable opens for planning.

For any queries specific to MTeach timetabling or to apply for priority timetabling, please don’t hesitate to contact us at: **mgse-teachingsupport@unimelb.edu.au**.