

Class Registration for MTeach (EC)/(EC & Prim) 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 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 students must have a complete and clash-free timetable by Wednesday 19th July at 11.00am.
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 in place, 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 available 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 (EC/EC & Prim) subjects for the second half of 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	Friday 7 th July	7.00am	70% of places across all classes
Place Release 2	Thursday 13 th July	7.00am	30% of places across all classes

Registration Process

From 7am on Friday 7th July, provided you have enrolled in your subjects, you can begin registering for 2017 second half 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 second half subjects listed above the timetable graphic.
3. Register for each class individually, by clicking on the 'register' button for each subject and then on your preferred available class. 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 subject have turned to green (except EDUC90893, for which you won't need to register into a seminar – our team will do that for you), 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 (EC/EC& Prim) Notes

For the second half of 2017 all 1st year MTeach (EC/EC & Prim) candidates (and continuing 2016 mid-year intake EC candidates) will need to register for classes in the following subjects:

- ✓ **EDUC90890 3-8 Year-Olds Learning and Development (JUL)** – 1 Lecture (L01) & 1 Seminar (S01)
- ✓ **EDUC90891 Becoming a Clinical Practitioner (EC) (JUL)** – 1 Lecture (L01) & 1 Seminar (S01)
- ✓ **EDUC90899 Numeracy in Early Childhood (JUL)** – 1 Lecture (L01) & 1 Seminar (S01)

**** Note that for EDUC90893 Clinical Teaching Practice (EC) 2, you will register yourself into the lecture only – our team will register you into the seminar, which will be based on the Clinical Teaching Practice network in which you're placed. This activity will run at the same time for all candidates – Wednesday 4.15pm – 5.15pm.**

**** IMPORTANT: MTeach (EC & Prim) Candidates Please Note:**

Candidates admitted to the MTeach (Early Childhood & Primary) will take the following winter intensive:

- ✓ **EDUC90563 Engaging Children in the Arts (JUL)** – 12 Workshops (W01 – W12)

This subject will open for registration on Wednesday 7th June at 10am – all other standard second half subjects (as listed above) will open with the first release on Friday 7th July at 7am.

Please note that, when you come to register for your standard subjects from Friday 7th July, some of your EDUC90563 classes may still be visible in your timetable. Please ignore these when constructing your standard timetable, as these registrations will disappear after they have run, leaving you with only your standard registrations for the commencement of Semester 2.