Welcome to the timetable allocation period for the second half of 2020. While it’s possible that classes in the second half year period will commence online, given the transition to the virtual campus necessitated by the COVID-19 situation, you are still required to create a timetable for all your enrolled subjects with scheduled classes.

Please ensure you are enrolled in all your second half year subjects, and read the following advice about the timetabling process and timeline for 1st year MTeach (EC/EC&P) subjects.

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

**MTEACH TIMETABLE ALLOCATION GUIDELINES**

1. All 1st Year MTeach (EC/EC&P) candidates must have a clash-free, complete timetable by 12pm on Wednesday 22nd July, prior to 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 are asked NOT to approach teaching staff members with timetabling queries/requests.

**Timetabling Process and Schedule**

In the second half of 2020, the MTeach (EC/EC&P) preference entry period will commence from Monday 25th May, as per the chart below. Please note that preferences need to be entered by the end of Tuesday 30th June 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.
FULL-TIME CANDIDATES: Subjects for Preference Entry

In the second half of 2020, all 1st-year MTeach (EC/EC&P) teacher candidates completing the course in the full-time mode will need to enter preferences for classes in the following subjects:

- EDUC90891 Becoming a Clinical Practitioner (EC) [SM2] – 1 Seminar (S01)
- EDUC90890 3-8 Year-Olds Learning & Development [SM2] – 1 Lecture (L01) and 1 Seminar (S01)
- EDUC90899 Numeracy in Early Childhood [SM2] – 1 Lecture (L01) and 1 Seminar (S01)

*EC&P candidates please note* you will also take EDUC90563 Engaging Children in the Arts [JUN] intensively over the winter period. Note that preference-entry for June subjects opens on Tuesday 12th May and closes Monday 18th May.

Please refer to the LMS and communications from the EC/EC&P teaching teams for further details about second half year placement arrangements, given the developing COVID-19 situation.

PART-TIME EC CANDIDATES: Subjects for Preference Entry

In the second half of 2020, all 1st-year MTeach (EC) teacher candidates completing the course in the part-time mode will need to enter preferences for classes in the following subjects:

- EDUC90891 Becoming a Clinical Practitioner (EC) [SM2] – 1 Seminar (S01)
- EDUC90890 3-8 Year-Olds Learning & Development [SM2] – 1 Lecture (L01) and 1 Seminar (S01)

Please refer to the LMS and communications from the EC/EC&P teaching teams for further details about second half year placement arrangements, given the developing COVID-19 situation.

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 Tuesday 30th June – 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](https://students.unimelb.edu.au/class-timetable).

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.