

# Class Registration for Graduate Coursework Programs, Second Half 2018

## 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 (subject timetables can be viewed through the Handbook)
2. Registered for all classes for each subject (even if there is only one class option available)
3. Only attending the classes in 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 second half of 2018, the key registration dates are as follows:

Standard Semester 2 graduate subjects	Tuesday 26 <sup>th</sup> June	10.00am
All July subjects	Wednesday 6 <sup>th</sup> June	10.00am
All August subjects	Wednesday 4 <sup>th</sup> July	10.00am
All September subjects	Wednesday 1 <sup>st</sup> August	10.00am
All October subjects	Wednesday 5 <sup>th</sup> September	10.00am
All November subjects	Wednesday 3 <sup>rd</sup> October	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](http://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 second 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 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 2019 subjects until later in the 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.**

### For assistance

If you are experiencing any difficulty registering for classes, please contact Education Teaching Support at [mgse-teachingsupport@unimelb.edu.au](mailto:mgse-teachingsupport@unimelb.edu.au) or log an enquiry in the CREM system through your Portal.