

# Class Registration for First-Year MTeach (Sec) Candidates

## First Half Year, 2018

Melbourne Graduate School of Education, University of Melbourne

Welcome to the class registration period for the first half of 2018. 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 1<sup>st</sup>-year MTeach (Sec) candidates must have a clash-free, complete timetable by 11am on Wednesday 31<sup>st</sup> 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 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 actioned where possible.
4. Work or other commitments are NOT grounds for priority registration – 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 registration can contact Education Teaching Support at [mgse-teachingsupport@unimelb.edu.au](mailto:mgse-teachingsupport@unimelb.edu.au).
6. Students should NOT approach teaching staff members with registration queries/requests.

### Registration Schedule

Class registration for 1st-year MTeach (Sec) in the First Half Year 2018 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	Wednesday 24 <sup>th</sup> January	8.00am	70% of places across all classes
Place Release 2	Monday 29 <sup>th</sup> January	8.00am	30% of places across all classes

### Registration Process

From 8am on Wednesday 24<sup>th</sup> January, provided you have enrolled in your subjects, you can begin registering for 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, 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 class(es). Click 'Save' to secure your registration(s). Note that many subjects will have more than one activity for which to register (eg. a lecture AND a tute/seminar).
4. When all dots next to each First Half subject have turned to green (except for EDUC90908, 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: [mgse-teachingsupport@unimelb.edu.au](mailto:mgse-teachingsupport@unimelb.edu.au) – please check your email regularly for further advice.

## First-Year MTeach (Sec) Subjects for Registration

In the first half of 2018, all 1st-year MTeach (Sec) teacher candidates will need to register for classes in the following subjects:

- ✓ EDUC90901 Educational Foundations (Sec) – 1 Seminar (S01)
- ✓ EDUC90904 Introduction to Clinical Practice (Sec) – 1 Seminar (S01), 1 Lecture (L01)
- ✓ Your 2 allocated Learning Area subjects (<https://handbook.unimelb.edu.au/courses/mc-teachsa/print>)

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

## Priority Registration Requests

Where possible we provide a priority registration service for candidates with documented 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 register students into preferred classes.

Eligible candidates can apply for priority registration at [mgse-teachingsupport@unimelb.edu.au](mailto:mgse-teachingsupport@unimelb.edu.au) by **Thursday 25<sup>th</sup> January at the latest**, with the following:

- Student ID
- Documentation showing eligibility for priority registration 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 (which can be viewed in the timetable, accessible via subject entries in [the Handbook](#)).

A reminder that priority registration requests on work, sporting, travel or similar personal grounds, or unavailability at release times, can NOT be considered – please do not contact us with these requests.

# MTeach (Sec) Class Registration: FAQs

## 1. When do I register for classes?

On Page 1, you will find a schedule of class place release, beginning on Wednesday 24<sup>th</sup> January. Please be aware that you need to be registered for all your classes by 11am on Wednesday 31<sup>st</sup> January.

## 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/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 (provided there are still other class options available), by clicking this button. When you have registered for all activities for all timetabled subjects (as listed in this document) with no clashes, your timetable is complete.

## 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?

It is possible that you will find 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 as classes fill after the final release of places.

## 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 grounds on which we can consider priority registration are for ongoing medical, religious or childcare arrangements, for which documented evidence will need to 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 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 a 15-20 min break built into the middle of the day where possible, during which time those with full days 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 [mgse-teachingsupport@unimelb.edu.au](mailto:mgse-teachingsupport@unimelb.edu.au).