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 fully enrolled and read the following advice about the timetabling process and timeline for 2nd Year MTeach (Sec) subjects in the second half of 2020.

(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 2nd Year MTeach (Sec) 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 should NOT approach teaching staff members with timetabling queries/requests.

**Timetabling Process and Schedule**

In the second half of 2020, the MTeach (Sec) 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.

**Plan from now**
- MyTimetable for the second half year is available
- Plan and plan with different timeslot combinations in MyTimetable
- Save your timetable plans

**Preference from Monday 25th May**
- Enter preferred times for classes
- Preferences can be changed during the preference phase
- Submit your final preferences by Tuesday 30th June

**Sort from Wednesday 1st July**
- MyTimetable is unavailable to students
- The system runs an algorithm to randomly allocate students to classes based on entered preferences

**Review from Monday 6th July**
- Check your personal timetable
- Choose to keep the times you have been allocated or decide to make adjustments

**Adjust**
- Self-manage changes into classes that have available places
- Request a swap into classes that are full
- Swaps will be made if a place becomes available

**Close on the Wednesday prior to commencement of classes**
- Timetabling will close at 12pm on the Wednesday prior to the commencement of classes
- All those unallocated will be allocated by Education Teaching Support
- All students will have a complete and clash-free timetable

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

In the second half of 2020, all 2nd-year MTeach (Sec) teacher candidates in the standard mode of study will need to enter preferences for classes in the following subjects:

Coursework Pathway

✓ EDUC90759 Education Research Project [JUL]*

* Please ensure you are enrolled in the JULY availability of EDUC90759 – NOT the Semester 2 availability, which is intended for students of the previous MTeach (Sec) course structure. Note also that each class represents a different project for this subject – please read the notes in MyTimetable for further details.

** Note that, if you are taking a June intensive elective over the winter period, preference entry will run from Tuesday 12th to Monday 18th May.

Research Pathway

✓ EDUC90558 Education Research Design (JUL)

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.

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.