

# Class Registration for MTeach (EC/EC& Prim) Candidates Second Half Year 2018

Melbourne Graduate School of Education, University of Melbourne

Welcome to the MTeach (EC/EC&Prim) class registration period for the second half of 2018. You should now be enrolled in all your second half year 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 MTeach (EC/EC&Prim) candidates must have a complete and clash-free timetable by Thursday 19<sup>th</sup> July.
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 only, and timely applications are accommodated 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 all students will have availability to attend any scheduled 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 MTeach subjects for the second 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	Friday 29 <sup>th</sup> June	7.00am	70% of places across all classes
Place Release 2	Wednesday 4 <sup>th</sup> July	7.00am	30% of places across all classes

## Registration Process

From **7am on Friday 29<sup>th</sup> June**, provided you have enrolled in your subjects, you can begin registering for 2018 second 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 second half subjects listed above the timetable graphic (set the study period to 'All' and refresh if you can't see all subjects).
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 classes. Click 'Save' to secure your registration. Note that most subjects will have more than one activity for which to register (eg. a lecture AND a seminar).
4. When all dots next to each second half subject have turned to green (except CTP subjects, for which our team will register you as required), 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).

## First Year MTeach (EC/EC&Prim) Subjects for Registration

For the second half of 2018 all 1<sup>st</sup> year MTeach (EC/EC&Prim) candidates will need to register for classes in the following subjects, according to the appropriate study mode:

### Full-Time

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

While you will need to enrol in EDUC90893 Clinical Teaching Practice (EC) 2 (AUG), you will NOT need to register for this subject, as our team will register students based on placement network.

### Part-Time

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

## Second Year MTeach (EC) Subjects for Registration

For the second half of 2018 all 2<sup>nd</sup> year MTeach (EC) full-time candidates will need to enrol in classes from the coursework pathway option or research pathway option as appropriate:

### Coursework Pathway Option

- ✓ EDUC90749 **Education Research Project (JUL)** – online (*no class registration required*)
- ✓ Three elective subjects (<https://handbook.unimelb.edu.au/2018/courses/mc-teachec/subject-options>)

### Research Pathway Option

- ✓ EDUC90558 **Education Research Study (JUL)** – *no class registration required*
- ✓ One elective subject (<https://handbook.unimelb.edu.au/2018/courses/mc-teachec/subject-options>)

## Second Year MTeach (EC&Prim) Subjects for Registration

For the second half of 2018 all 2nd year MTeach (EC&Prim) candidates will need to register for classes in the following subjects:

- ✓ EDUC90876 **Mathematics for the Primary Years (JUL)** – 2 Workshops (W01 and W02)
- ✓ EDUC90883 **Inquiry Learning in the Humanities (JUL)** – 1 Lecture (L01) and 1 Tutorial (T01)
- ✓ EDUC90977 **Diverse and Inclusive Classrooms (SM2)** – 1 Lecture (L01) and 2 streamed Seminars (S01 & S02)\*\*
- ✓ EDUC90832 **Learning from Evidence (TM3 or TM4)** – Online (*no class registration required*)
- ✓ EDUC90874 **Clinical Teaching Practice (EC) (JUN)** – *no class registration required*

\*\* The seminars for this subject are streamed, so you will need to register for a pair of two concurrent seminars. Seminar 1 is a 1 hour seminar for those weeks when the lecture will run, Seminar 2 is a 2 hour seminar for those weeks when the lecture won't run. While they present as a clash in your timetable, these seminars will run on different weeks.

# MTeach (EC) Class Registration: FAQs

## 1. When do I register for classes?

On Page 1, you will find a schedule of class place release, beginning on Friday 29<sup>th</sup> June at 7am. Please be aware that you need to be registered for all your classes by registration close at 11am on Thursday 19<sup>th</sup> July.

## 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 and 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, by clicking this button. When you have registered for all activities for all timetabled subjects (as listed in this document), you are finished.

## 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?

You may find that 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 once classes fill after the final place release.

## 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 acceptable reasons for priority registration are for ongoing medical, religious or childcare arrangements, for which documented evidence must 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 available 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 usually a 15-20 minute break built into the middle of each day, during which those with full-day schedules can have a quick lunch.

## 8. I have a timetable clash.

This might mean you need 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).