

Class Registration for MTeach (EC) Candidates: First Half Year, 2014

Melbourne Graduate School of Education, University of Melbourne

Welcome to the registration period for the first half of 2014. As soon as you have completed your enrolment into First Half subjects, you are ready to register for classes.

Main Registration Policy Points

Please note the following main policy points, which are explained in more detail at:

http://education.unimelb.edu.au/study_with_us/student_centre/resources/class_registration.

1. All MTeach (EC) students must generate their own clash-free, complete timetables – 1st-year candidates by Friday 21st February and 2nd-years by Friday 28th February, 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 Services with these requests. It is expected all students will have availability to attend any classes.
5. Students requiring help with registration can contact Education Teaching Services at education-teachingservices@unimelb.edu.au.
6. Students should NOT approach teaching staff members with registration queries/requests.

Registration Schedule

Class registration for the MTeach (EC) in the First Half Year, 2014, will be staggered, with places across all classes being released over three dates, as detailed below:

Release	Date	Time	Percentage of places released
Release 1	Monday 3 rd February	10.00am	60% of places across all classes
Release 2	Friday 7 th February	10.00am	20% of places across all classes
Release 3	Wednesday 12 th February	10.00am	20% of places across all classes
First-Year International Reg.	Friday 14 th February	In International Enrolment Day session	

Registration Process

From 10am on Monday 3rd February, provided you have enrolled in your subjects, you can begin registering for First Half Year classes through your Student Portal.

1. Log into your Student Portal at: <http://portal.unimelb.edu.au> or via the 'Current Students' link in the top right hand corner of the UoM website (www.unimelb.edu.au).
2. On the home page of your Portal you should see 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 read 'All' and refresh.
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 classes. Click 'Save' to secure your registration. Note that most subjects will have more than one activity to register for (eg. a lecture AND a tutorial/seminar).
5. When all dots next to each First Half subject have turned to green (except for EDUC90703 [1st-year] & EDUC90707 [2nd-year], for which you don't need to register), and you have ensured there are no clashes in your timetable, you are finished!
6. If you have an unresolvable clash or any other queries, please contact us at: education-teachingservices@unimelb.edu.au.

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 Monday 3rd February. Please be aware that you need to be registered for all your classes by Friday 21st February (1st-years) or Friday 28th February (2nd-years).

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.

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 later 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?

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 towards the end of the registration period.

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 will need to be provided. *No consideration will be given to registration requests on grounds of work/travel/sporting 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 minute break in the middle of the day, during which 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, contact us in person or 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 education-teachingservices@unimelb.edu.au or visit us through the Education Student Centre.

A representative from our team will also be available for one-on-one support in the Open Access Lab on the ground floor of 234 Queensberry Street on each of the registration release dates, as detailed on Page 1.

First-Years: Subjects for Semester 1 Enrolment

In the first half of 2014, all first-year MTeach (EC) teacher candidates will need to register for classes in the following subjects:

- ✓ **EDUC90700: The Early Childhood Profession (Sem 1)** – 1 Lecture (L01) and 1 Seminar (S01)
- ✓ **EDUC90701: The Child 0-8 (Sem 1)** – 1 Lecture (L01) and 1 Seminar (S01)
- ✓ **EDUC90702: Curriculum Pedagogy & Assessment EC 1 (Sem 1)** – 1 Lecture (L01) and 1 Seminar (S01)

While you will need to enrol in **EDUC90703: Professional Practice & Seminar (EC) 1**, you will not need to register for this subject, as it comprises your school placement and has no scheduled classes.

**** First-Year Candidates Please Note:**

While classes for subjects will commence in the week beginning Monday 24th February, you will be required to attend Preparation Days in the week prior to this, from Monday 17th February to Friday 21st February. Teaching staff will advise of further details.

Second-Years: Subjects for Semester 3 Enrolment

In the first half of 2014, all second-year MTeach (EC) teacher candidates will need to register for classes in the following subjects:

- ✓ **EDUC90705: Early Language & Literacy (Mar)** – 2 Seminars (S01 & S02)
- ✓ **EDUC90391: Science & Mathematics in EC (Mar)** – 2 Seminars (S01 & S02)
- ✓ **EDUC90563: The Creative & Expressive Child (Mar)** – 2 Seminars (S01 & S02)

While you will need to enrol in **EDUC90709: Professional Practice & Seminar (EC) 3**, you will NOT need to register for this subject, as it comprises your school placement and has no scheduled classes.

Semester 3 classes will be streamed as they were in Semester 2. All three timetabled subjects each have Seminar 1 (S01) and Seminar 2 (S02) and these activities are linked to one another in a number of combinations. This means that, in choosing a class for Seminar 1, you are automatically choosing a class for Seminar 2, to which it is linked.

The seminars for all subjects are streamed as follows:

- Seminar 1, Class 1 (S01/01) is linked with Seminar 2, Class 2 (S02/02)
- Seminar 1, Class 2 (S01/02) is linked with Seminar 2, Class 3 (S02/03)
- Seminar 1, Class 3 (S01/03) is linked with Seminar 2, Class 1 (S02/01)

Priority Registration Requests

Teacher candidates eligible for priority registration on documented medical, religious or childcare grounds should forward requests to education-teachingservices@unimelb.edu.au, preferably by Friday 31st January, but no later than Friday 7th February.

Priority registration requests should be sent from your Unimelb email account only, and include your student number, details of your preferred classes and documentation supporting the application (for medical, religious or childcare grounds only).

Timetabling information can be found through the SWS at: <https://sws.unimelb.edu.au/2014/default.aspx>.

Second-year candidates: please note that priority requests must be within the set streams of classes (ie. in selecting a class for one seminar, you will be required to attend its streamed 'pair' as well).