

# Class Registration for MTeach (Sec) 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](http://education.unimelb.edu.au/study_with_us/student_centre/resources/class_registration).

1. All MTeach (Sec) students are responsible for creating their own clash-free, complete timetables by Friday 7<sup>th</sup> 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 with queries about or requiring help with registration can contact Education Teaching Services at [education-teachingservices@unimelb.edu.au](mailto:education-teachingservices@unimelb.edu.au).
6. Students should NOT approach teaching staff members with registration queries/requests.

## Registration Schedule

Class registration for the MTeach (Sec) 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 20 <sup>th</sup> January	10.00am	60% of places across all classes
Release 2	Friday 24 <sup>th</sup> January	10.00am	20% of places across all classes
Release 3	Wednesday 29 <sup>th</sup> January	10.00am	20% of places across all classes
First-Year International Reg.	Thursday 6 <sup>th</sup> February	In international enrolment day session	

## Registration Process

From 10am on Monday 20<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 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](http://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 EDUC90404, 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](mailto:education-teachingservices@unimelb.edu.au).

# 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 Monday 20<sup>th</sup> January. Please be aware that you need to be registered for all your classes by Friday 7<sup>th</sup> February at the latest.

## 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 automatically been 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](mailto: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.

# The MTeach (Sec) Timetable, First Half Year 2014

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

- ✓ **EDUC90405: Learners, Teachers and Pedagogy** – 1 Lecture (L01) and 1 Tutorial (T01)
- ✓ **EDUC90406: Social and Professional Contexts** – 1 Lecture (L01) and 1 Seminar (S01)
- ✓ **EDUC90407: Language & Teaching** – 1 Lecture (L01) and 1 Seminar (S01) \*\*
- ✓ **Your 2 Learning Area Subjects** (<https://handbook.unimelb.edu.au/view/2014/MC-TEACHSA>)

**\*\* Please note EDUC90407: Language and Teaching is a half-credit subject that will only run on some weeks of the semester. During the intensive (read below) you will be required to attend the first lecture on the morning of Monday 10<sup>th</sup> Feb and a second lecture at the same time on Thursday 11<sup>th</sup> Feb, but will not start attending seminars until after the intensive block.**

While you will need to enrol in EDUC90404: Professional Practice & Seminar Sec 1, **you will NOT need to register for this subject**, as it comprises your school placement and has no scheduled classes.

## The Intensive Block in the First Two Weeks of Classes

In 2014 the MTeach (Sec) timetable will include an intensive block at the beginning of the first half of the year and the end of the second half (schedule available at:

[http://education.unimelb.edu.au/study\\_with\\_us/student\\_centre/professional\\_practice](http://education.unimelb.edu.au/study_with_us/student_centre/professional_practice)).

These intensive blocks will incorporate three cycles of classes within two weeks. This means that, for the start of the First Half, your standard Monday, Tuesday and Wednesday classes (Day 1, Day 2 and Day 3 of classes) will be repeated with the exact same times and venues twice across the two weeks, as shown here:

FIRST TWO INTENSIVE WEEKS OF MTEACH (SEC), SEMESTER 1 2014				
Monday 10 <sup>th</sup> Feb <b>Day 1</b>	Tuesday 11 <sup>th</sup> Feb <b>Day 2</b>	Wednesday 12 <sup>th</sup> Feb <b>Day 3</b>	Thursday 13 <sup>th</sup> Feb <b>Day 1</b>	Friday 14 <sup>th</sup> Feb <b>Day 2</b>
Monday 17 <sup>th</sup> Feb <b>Day 3</b>	Tuesday 18 <sup>th</sup> Feb ** <b>Day 1</b>	Wednesday 19 <sup>th</sup> Feb <b>Day 2</b>	Thursday 20 <sup>th</sup> Feb <b>Day 3</b>	Friday 21 <sup>st</sup> Feb Whole cohort on-campus day

The classes you register yourself into now will make up your standard First Half Monday to Wednesday timetable (as shown in your Student Portal) but, in registering for classes, you will also be automatically registered for irregular classes during this initial 2-week intensive period.

While these intensive classes will not appear in your timetable, you will be able to determine when your classes are by following the above schedule.

- All of the classes you register for on a Monday (except the L&T seminar) will commence on 10<sup>th</sup> February and be repeated at the same time and in the same place on Thursday 13<sup>th</sup> February and Tuesday 18<sup>th</sup> February. **(\*\* The EDUC90407: Language and Teaching lecture will only run in the first two cycles of the intensive – you will attend on Monday 10<sup>th</sup> and Thursday 13<sup>th</sup> Feb, but not on Tuesday 18<sup>th</sup> for the third intensive cycle).**
- All of the classes you register for on a Tuesday (except L&T) will commence on Tuesday 11<sup>th</sup> February and be repeated at the same time and in the same place on Friday 14<sup>th</sup> February the Wednesday 19<sup>th</sup> February.
- And all of the classes you register for on a Wednesday (except L&T) will commence on Wed 12<sup>th</sup> February and be repeated at the same time and in the same place on Monday 17<sup>th</sup> February and Thursday 20<sup>th</sup> February.

While you will not have classes on Friday 21<sup>st</sup> February, you will be required on campus for an information day.

An empty timetable template has been provided in this handout, for you to fill in your **intensive block classes**. All you need to do to complete the timetable is to refer to your Monday, Tuesday and Wednesday registrations shown in your Student Portal timetable, and then copy the days as specified (except L&T seminars and the lecture in the 3<sup>rd</sup> cycle).

**After these first two weeks, classes will continue as per your Student Portal timetable, on Mondays, Tuesdays and Wednesdays only.** Professional Practice will begin in Week 4, on Thursday 6<sup>th</sup> March – you do not need to register for any classes for this subject.

## My MTeach (Sec) Timetable for the First Half Intensive Block, 2014

	<b>Mon 10<sup>th</sup> Feb (1)</b> Standard Monday	<b>Tues 11<sup>th</sup> Feb (2)</b> Standard Tuesday	<b>Wed 12<sup>th</sup> Feb (3)</b> Standard Wednesday	<b>Thurs 13<sup>th</sup> Feb (1)</b> Copy TT from Mon 10 <sup>th</sup>	<b>Fri 14<sup>th</sup> Feb (2)</b> Copy TT from Tues 11 <sup>th</sup>
<b>8.00</b>					
<b>9.00</b>					
<b>10.00</b>					
<b>11.00</b>					
<b>12.00</b>					
<b>1.00</b>					
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<b>3.00</b>					
<b>4.00</b>					
<b>5.00</b>					
<b>6.00</b>					
	<b>Mon 17<sup>th</sup> Feb (3)</b> Copy TT from Wed 12 <sup>th</sup>	<b>Tues 18<sup>th</sup> Feb (1)</b> Copy TT from Mon 10 <sup>th</sup>	<b>Wed 19<sup>th</sup> Feb (2)</b> Copy TT from Tues 11 <sup>th</sup>	<b>Thurs 20<sup>th</sup> Feb (3)</b> Copy TT from Wed 12 <sup>th</sup>	<b>Fri 21<sup>st</sup> Feb</b> Information Day
<b>8.00</b>					
<b>9.00</b>					
<b>10.00</b>					
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