

## 2021 Timetable and Enrolment Information Graduate Diploma in Teaching (Early Childhood Education)

---

Welcome to the Faculty of Education and Social Work at the University of Auckland. As you have accepted a place in the programme (ie you are matriculated) you now need to enroll into courses for the year.

Some courses will have multiple Lecture options that occur at the same time, the time and possibly content difference will be in the Tutorial or Workshop. You will select a lecture that corresponds to a workshop time that suits you.

**Password/Login** - If you have forgotten your password/Username and cannot access Student Services Online, please phone the Student Helpline 0800 61 62 63 ext 85100.

### Semester 1 courses

Course	Points	Class numbers to enroll in
EDCURRIC 601	15.0	Lecture 94406 <b>OR</b> Lecture 94407
EDCURRIC 623	15.0	Lecture 94008 <b>AND</b> Workshop 94009
EDPRAC 610a	15.0	Fieldwork 93465. This will automatically link to the Lecture and Workshop for this class. Please select them as well to enrol in the course - Lecture 93704, Workshop 93796.
EDPROFM 600	7.5	Lecture 94547
EDPROFST 605	15.0	Lecture 94695
EDUC 603a	7.5	Lecture 94662

### Semester 2 courses

Course	Points	Class numbers to enroll in
EDCURRIC 600	15.0	Lecture 27288 <b>AND</b> Workshop 27289
EDCURRIC 624	15.0	Lecture 27290 <b>AND</b> Tutorial 27291

EDPRAC 610b	15.0	Fieldwork 26461 This will automatically link to the Lecture for this class. Please select the Lecture as well to enrol in the course - Lecture 26736.
EDPROFST 607	15.0	Lecture 27578 <b>AND</b> Workshop 27941
EDUC 603b	7.5	Lecture 1 27470
EDPROFM 600b	7.5	Please note that there will be no scheduled classes in Semester 2 for this course so it will not be in your timetable. This enrolment will be automatically added for you.

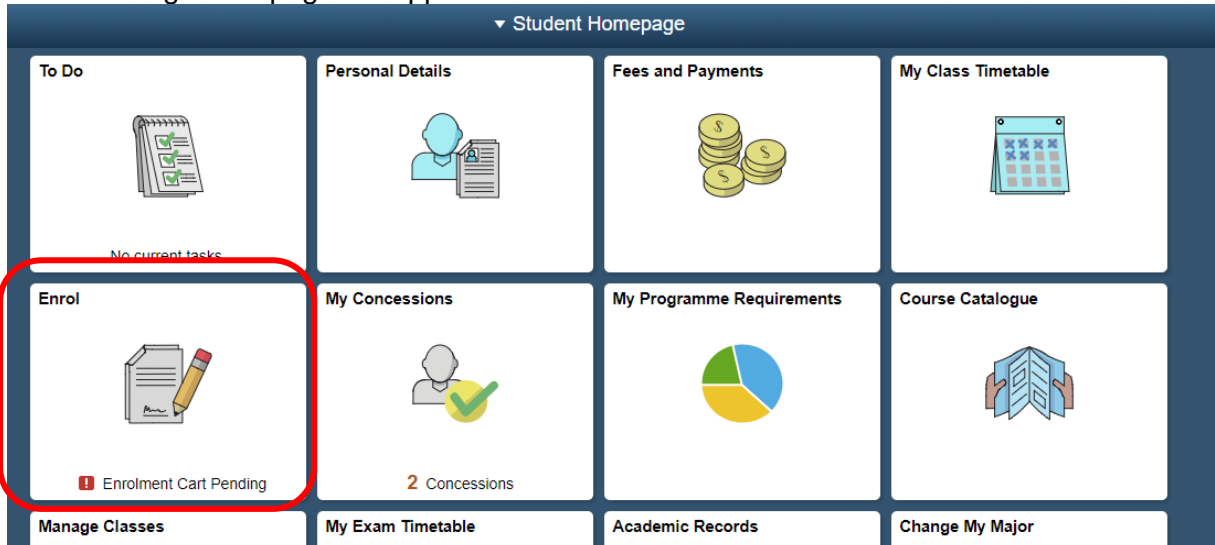
Once you have finished enrolling, your enrolled points for Semester 1 courses should be 75 points and Semester 2 should be 75 points so in total you should be enrolled in 142.5 points (we will complete your enrolment into EDPROFM 600B to make a total of 150 points.

**DO NOT refer to the “timetable planner” tool at any point during enrolment. It does not work for this programme and will show timetable clashes that do not exist. When your enrolment is complete you will be able to view your correct timetable.\***

# How to enrol

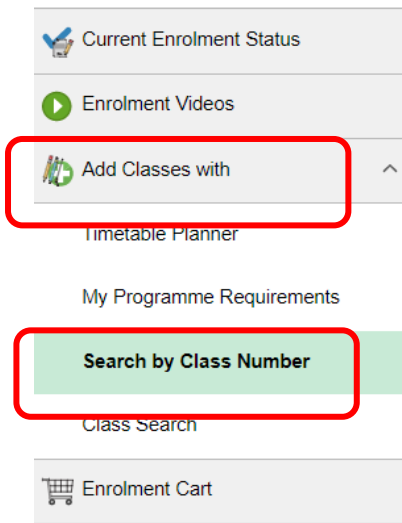
Log into Student Services Online [www.studentservices.auckland.ac.nz](http://www.studentservices.auckland.ac.nz)

The following home page will appear:

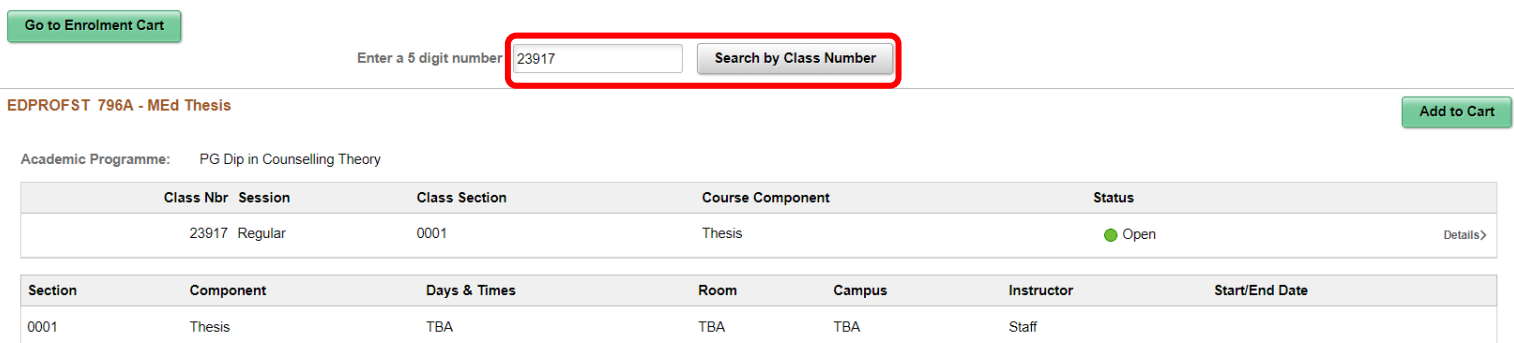


1. Click on the “Enrol” tab.
2. Click on the down arrow next to “Add Classes with” and then select “Search by Class Number” as shown below.

**NB: The system will automatically direct you to Semester 1. Simply click on “Change” if you wish to enrol in a different semester.**



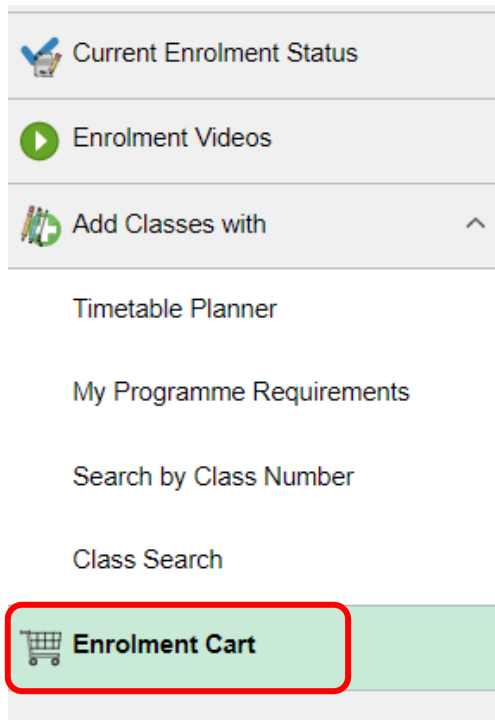
3. Refer to the email or enrolment guide you were sent and enter in the appropriate class number and then click “Search by Class Number” as shown below:



Click on “**Add to Cart.**”

4. Repeat step 3 until you have added all your required classes to your enrolment cart.

5. Click on “**Enrolment Cart**” as show below:



You may need to apply for a concession if there is a system issue eg the class shows it is full. We will receive your concession request and review why you couldn't enrol.

**How to View Timetable:** <http://www.studentservices.auckland.ac.nz/uoa/home/student-services-online/sso-my-timetables-grades-course-history>.

## Key Information

### Practicum Placement

As soon as you are enrolled in your practicum courses, 24 hours after this time you will receive an email which contains a link to the practicum placement information form. Please complete the form as soon as possible.

### Important Dates

Important Dates 2021				
Dates for Graduate Diploma in Teaching (Early Childhood Education) may differ from other University of Auckland dates				
<b>Semester 1</b> (18 January – 9 July)				
<b>Practicums</b>	2– 19 February (3 weeks)	Wednesdays and Thursdays 24, 25 Feb, 3, 4, 10, 11, 17 and 18 March 2021 (4 weeks)	Wednesdays and Thursdays 12, 13, 19, 20, 26 and 27 May, 2 and 3 June (4 weeks)	8 June – 9 July (5 weeks)
<b>Semester 2</b> (26 July – 3 December)				
<b>Practicum</b>	18 October to 19 November			

### Orientation

It is compulsory for you to attend your programme orientation and details will be sent out closer to the time.

### Holiday/Study Breaks

Do note that the Faculty of Education and Social Work semester schedule and holiday breaks differ from the University of Auckland schedule. Faculty of Education and Social Work holiday breaks usually align with the school holiday weeks; study and assignment preparation is often required during these times.

### Useful Contacts

Education & Social Work Student Centre	<a href="mailto:education@auckland.ac.nz">education@auckland.ac.nz</a>
University Contact Centre	0800 61 62 63
The University of Auckland Calendar	<a href="http://www.calendar.auckland.ac.nz">www.calendar.auckland.ac.nz</a>
StudyLink (loans and allowances)	0800 88 99 00 <a href="http://www.studylink.govt.nz">www.studylink.govt.nz</a>