

2020 Timetable and Enrolment Information

Graduate Diploma in Teaching (Secondary)

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

You should enrol as follows:

- Log into Student Services Online www.studentservices.auckland.ac.nz
- **150 Total Points** – the total number of points required for the programme is a minimum of 150
- Enrol in your courses in the following order (you can only enrol one semester at a time):
 1. EDCURSEC 692 + your designated workshop. Please refer to your email for the class numbers.
 2. EDCURSEC 691 + your designated workshop. Please refer to your email for the class numbers.
 3. EDPROFST 613, EDPROFST 614A & B, EDUC 603A & B, EDPROFM 600A & B, EDPRAC 600A & B, EDUCM 199 (Select only one class - either semester one or two). You will need to select the lecture and a workshop for each course. Some courses will have multiple workshops and you will need to choose ONE that suits you. You will need to enrol in the lecture, field, and workshop for the EDPRAC 600A and B course.

There is a guide to enrolling on the following pages, and the class numbers are listed below:

SEMESTER ONE	
Course code	Class Number
EDPROFST 614A	8520
EDUC 603A	8896
EDUCM 199 (Only select one)	13325
EDPROFM 600A	8524
EDPRAC 600A	9103
EDPROFST 613	8542

SEMESTER TWO	
Course code	Class Number
EDPROFST 614B	30489
EDUC 603B	30746
EDUCM 199 (Only select one)	35170
EDPROFM 600B	35902
EDPRAC 600B	30746

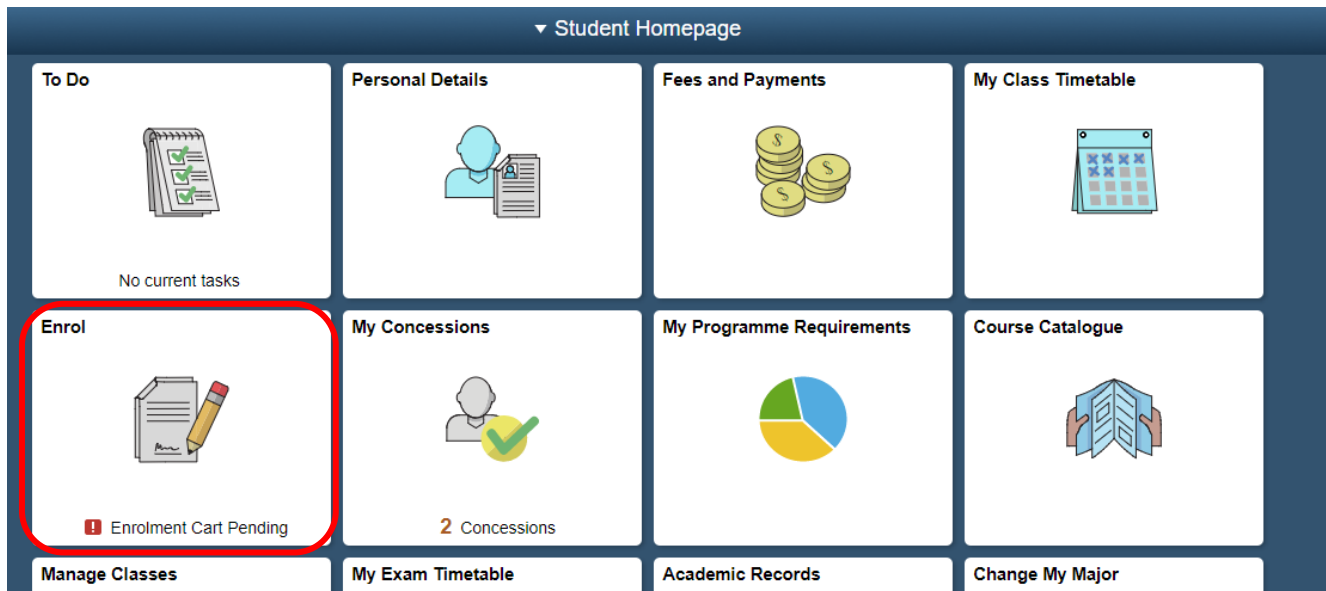
IMPORTANT:

- If you have not followed the correct order when enrolling you may have timetable clashes and will need to start the enrolment process again.
- **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.*

Step 1

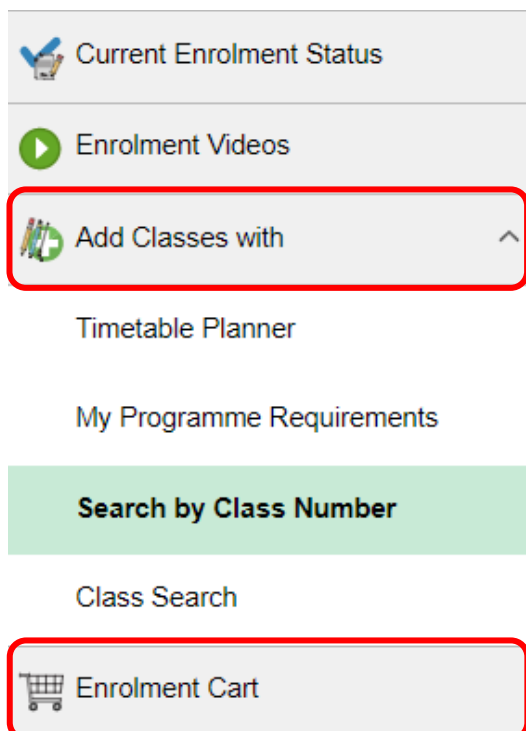
Log into Student Services Online www.studentservices.auckland.ac.nz

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:

[Go to Enrolment Cart](#)

Enter a 5 digit number
[Search by Class Number](#)

EDPROFST 796A - MEd Thesis
[Add to Cart](#)

Academic Programme: PG Dip in Counselling Theory


Class Nbr	Session	Class Section	Course Component	Status	
23917	Regular	0001	Thesis	● Open	Details>


Section	Component	Days & Times	Room	Campus	Instructor	Start/End Date
0001	Thesis	TBA	TBA	TBA	Staff	


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:

 Current Enrolment Status

 Enrolment Videos


 Add Classes with ^

Timetable Planner

My Programme Requirements

Search by Class Number

Class Search

 **Enrolment Cart**

Important Information

Practicum Placement

Please go to <https://placements.education.auckland.ac.nz> to indicate practicum choices online.

You will not be able to access this site until 24 hours after the time you enrolled into your practicum course and you will be sent an email informing you when you can access the site. If you have missed this deadline you will need to email the Practicum Placement Coordinator Shima Mozafarian. Email: s.mozafarian@auckland.ac.nz

Timetable

You are able to view your timetable from the following link: <http://www.studentservices.auckland.ac.nz/uoa/home/student-services-online/sso-my-timetables-grades-course-history>.

Campus Key

Please ensure that you select the correct campus for your courses:

E = Epsom

MIT = Manukau

Some Useful Contacts and Links

Education and Social Work Student Centre

education@auckland.ac.nz

University of Auckland Contact Centre

0800 61 62 63

StudyLink (loans and allowances)

0800 88 99 00 www.studylink.govt.nz

TeachNZ (scholarships)

0800 165 225 www.teachnz.govt.nz

Student Financials

0800 61 62 63 or fees@auckland.ac.nz

KEY DATES

Powhiri	Monday 20 January		
Observation	19, 20, 21 February	Observation	
Practicum A	11 & 18 March	Practicum B	22 July
EDPRAC 600A (PRACTICUM)	23 March – 9 April 28 April – 29 May	EDPRAC 600B (PRACTICUM)	27 July – 11 September
	Semester Start Date	Semester End Date	
Semester 1	Monday 20 January	Friday 3 July	
Semester 2	Monday 20 July	Friday 23 October	

Please note that this programme has an early start date. This means that the courses are subject to different add/drop deadlines to those listed in the University calendar. Please pay close attention to these dates as you will not be able eligible for any refund of fees past these dates.

Concessions

When an enrolment fails due to an error, there is an opportunity to apply for an online concession providing it meets the listed criteria. A reason for the concession must be selected from the drop down list.