Overview

As a student, I want to view my program requirements, review my current enrolments, and enrol in course.

Before you begin

- Login to **myRMIT** using your student ID number.
- Complete the **Pre-enrolments Checklist** in the **Tasks** tile. You may not be able to enroll in a course otherwise.
- All enrolments or changes to your enrolment except for dropping courses and cancellations will need to be completed by **8/9 pm (Vietnam time)** on the designated deadline dates. For more details, visit Important dates and academic calendar - RMIT University and Fees and payments sections on the RMIT University website.

The **Enrolment** tile in myRMIT contains the following pages which you can navigate from the left side navigation menu:

- **Enrol in my Program**
- **Plan my Program**
- **Drop Courses**
- **Enrolment History**
- **Update your Majors or Minors**

Navigation

myRMIT Home Page > Enrolment tile

From the **Home Page**, click **Enrolment** tile to view your program requirements and to enrol. The **Enrol in my Program** page displays as default.
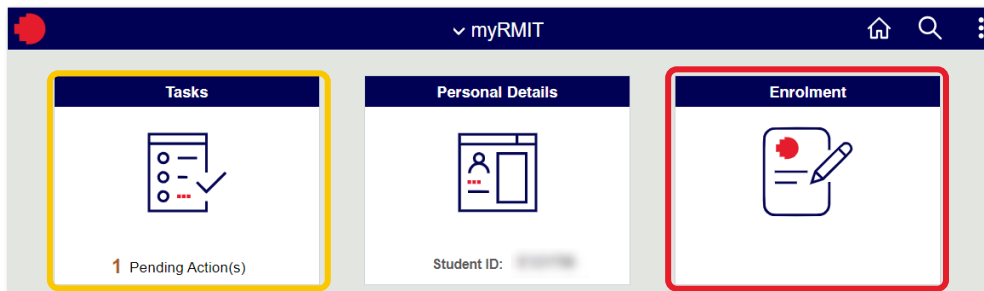

📌 You must complete the Pre-Enrolment Checklist from the Tasks tile. Note that in the sample screenshot above, there is *1 Pending Action* indication displays on the Tasks tile as reminder. If this checklist not completed, you would get a notification with a link to direct you to the Pre-Enrolment Checklist when you access the Enrolment tile.

Enrol in my Program

The **Enrol in my Program** page provides the full program structure for you to review the program requirements and enrolment options for each academic year/term.

From the *Program Heading* section at the top, you can view your **Home Campus** and **Credit Points**

Click the **Program Heading** to view **program map**, minor list, rules on the completion of minors and program guide.
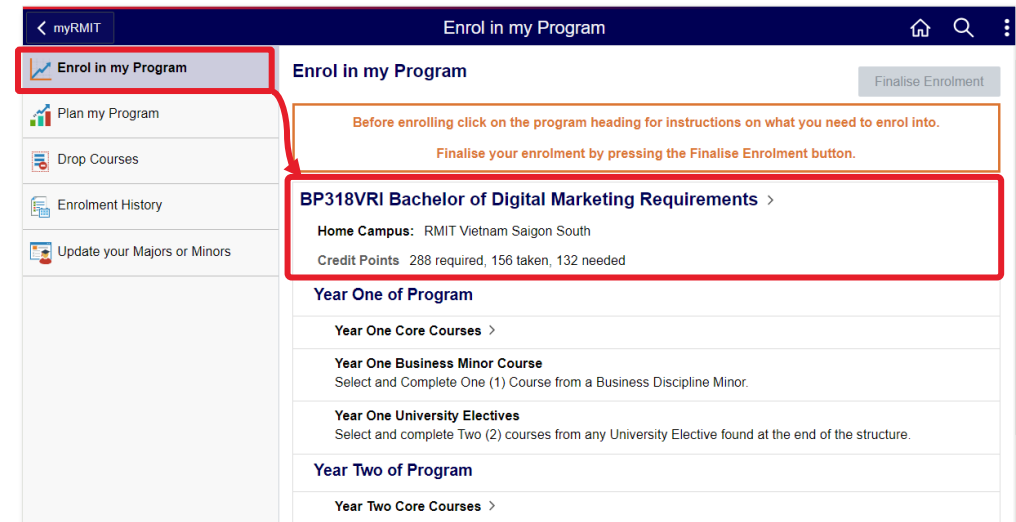
The Requirement Details page displays with more information of the program and a link to your **program map**.

To return to the previous page, click on the **Return** button
To return to the myRMIT Homepage, click the **myRMIT** back button. Do not use the browser back button

In this guide, a student enrols into Year Two Core Course by following the below steps:

Step 1. Click Year **Two Course Courses**

Step 2. Click the drop-down icon [⌄] to choose semester. You can choose multiple courses for the relevant semester that suit your schedule.

Step 3. Click the magnify glass icon [🔍] to look for delivery options e.g., Face-to-Face, Online, Workplace (Internship). Repeat steps 2 & 3 to add more co

Step 4. Click **Add Courses**
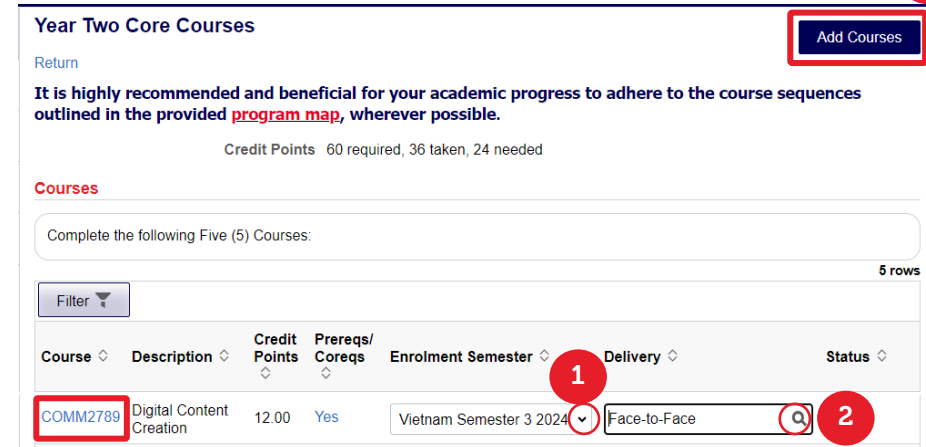
Step 5. Click **Yes** to add the selected courses & finalise your enrolment now, OR

Click **No** to add the selected course to the pending list and not finalise your enrolment. You will be returned to the **Enrol in my Program** page, where you can select more Minor and/or University Elective courses. Repeat steps 1-3 to select additional courses for the entire year.

What's next...
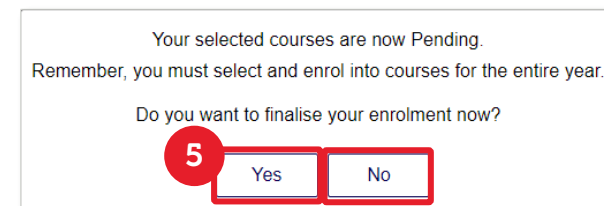
Step 6. After clicking the **Add Courses** button for the last course, click **Yes** to review all courses that you have added. If needed, make adjustments to the list before submitting your enrolment. Click **Submit Enrolment** to proceed.

Step 7. Select **Yes** confirm your submission**.**

Step 8. Review the Enrolment Confirmation page.

Check for the **Green tick** icon ✔ next to each course to confirm your enrolment.

If there is a Red cross icon ✖ next to the course, follow the instructions to complete your enrolment.

Step 9. Click **Enrolment History** page from the side navigation to confirm the courses have been added in the Enrolment History with **Enrolled** status. Otherwise, you have not been enrolled successfully into those courses.

📌 **Important note:** At this step, ensure that you have completed your enrolment for the entire year.
If not, return to the **Enrol in my Program** and repeat the steps to enrol into more courses.

End of quick reference guide

What's next...