

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.

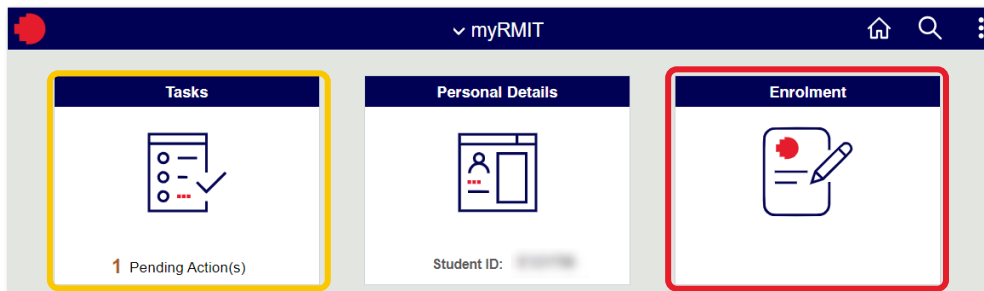
The **Enrolment** tile in myRMIT contains the following pages which you can navigate from the left side navigation menu:

- **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.



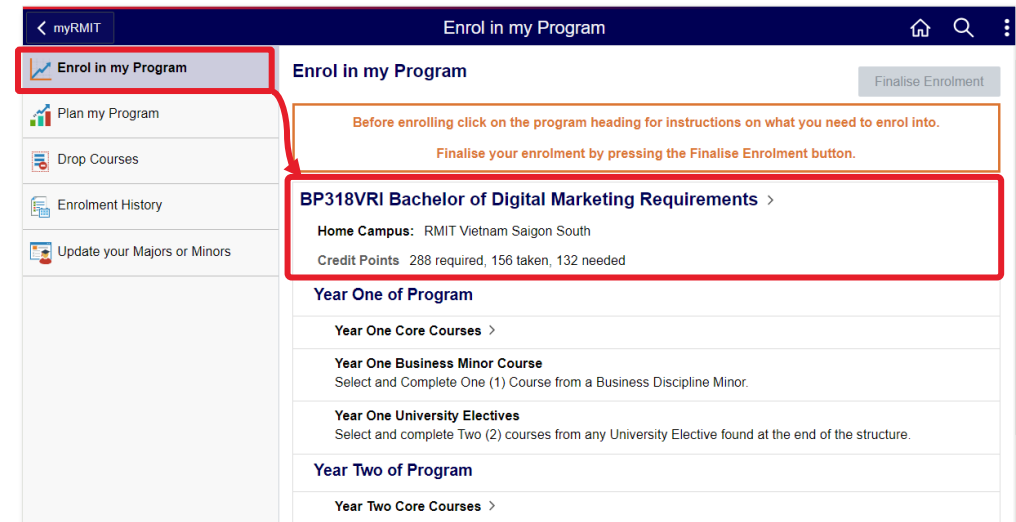
You must complete the Pre-Enrolment Checklist from the Tasks tile. Note that in the sample screenshot above, there is *1 Pending Action* indication displays on the Tasks tile as reminder. If this checklist not completed, you would get a notification with a link to direct you to the Pre-Enrolment Checklist 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 enrolls into Year Two Core Course by following the below steps:

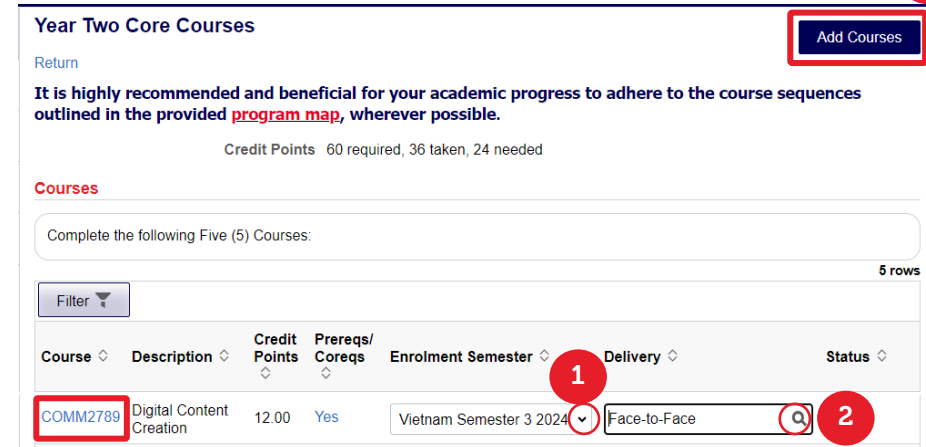
Step 1. Click Year Two Course Courses



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**

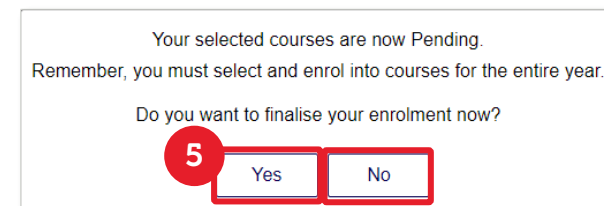


Click the **course** link to open the program guide website for additional information about a course.

Specific information about class timetable or lecturers will be available for you to choose via myTimetable tile.

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.



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.

Requirement	Enrolment Semester	Course	Description	Delivery	Enrolment Status	Remove
Year Two Core Courses	Vietnam Semester 3 2024	COMM2789	Digital Content Creation	Face-to-Face	Open	
Year One Core Courses	Vietnam Semester 3 2024	BUSM2570	Business Decision Making	Face-to-Face	Open	
University Electives	Vietnam Semester 3 2024	GRAP3002	2D Graphical Animation	Face-to-Face	Open	

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

Are you sure you want to submit your enrolment?

7 Yes No

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.

Enrolment Confirmation

[Return to Review and Enrol page](#)

- COMM 2789 - Digital Content Creation**
This class has been added to your schedule.
- BUSM 2570 - Business Decision Making**
This class has been added to your schedule.
- GRAP 3002 - 2D Graphical Animation**
Unable to add this course - semester maximum exceeded.
Adding this course would exceed the maximum number of credit points or courses allowed for this semester.
If you would like to apply to enrol over your maximum load you may submit the form below. Alternatively, drop a currently enrolled course before attempting to enrol in this course.
[Apply to Exceed Enrolment Load](#)

[Return to Review and Enrol page](#)

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.

Enrolment History 14 rows

Course	Description	Program	Semester	Grade	Credit Points	Status
BUSM 2570	Business Decision Making	BP253	Vietnam Semester 3 2024		12.00	Enrolled >
COMM 2789	Digital Content Creation	BP253	Vietnam Semester 3 2024		12.00	Enrolled >

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.