

Enrolment variation for continuing students

Updated 27 August 2020

[Video Tutorials](#)

1. Essential steps doing enrolment variation

1.1. Important notes

Enrolment variation is open during certain periods of the academic year.

Enrolment variation schedule and important notifications will be sent to you by email after your Enrolment/Re-enrolment is completed. You can also refer to the Timeline tab at the Online Enrolment page.

1.2. Enrolment variation process

1.2.1. Log in

Access Online Enrolment System (OES) at <https://oes.rmit.edu.vn/>

1.2.2. Drop or add a course

After logging in, you will see the Course Enrolment tab. The status column will show

Blank	for the courses not yet taken
Completed	for completed courses
Failed	for failed courses
In progress	for enrolled courses in current semester
Exempted	for courses completed in another program
3 columns corresponding to each semester for the current academic year	
Your enrolments for each semester of the current academic year presenting by green ticks in the 'Enrolled' boxes	

Drop a course

- Click on the 'Enrolled' box for that course
- The green tick will disappear and the status will change from 'Enrolled' to 'Dropped'.

Example: dropping Introduction to Management course in Feb semester.

Default Semester	Course Code	Course Title	Course status	Feb Semester (24 Credits)	Jan Semester (48 Credits)	Oct Semester (48 Credits)
2	ECON1193	Business Statistics 1	Passed			
1	ACCT2105	Introductory Accounting	Failed			
1	BUSM4195	Introduction to Management		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	ISYS2109	Business Computing 1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	MKTG1205	Marketing Principles		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	ECON1194	Prices and Markets		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	LAW2447	Commercial Law		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	ACCT2126	Mgt Accounting And Business				
3	BUSM2301	Organisational Behaviour				

Add a course

- Tick the box of the semester you want to take the course.
- The green tick will appear.

Example: adding Organisational Behaviour course for Feb semester.

2	ECON1194	Prices and Markets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Enrolled
2	LAW2447	Commercial Law	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Enrolled
3	ACCT2126	Mgt Accounting And Business	<input type="checkbox"/>	<input type="checkbox"/>	
3	BUSM2301	Organisational Behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	OMGT2085	Intro to Logistics & Supply Chain Mgt	<input type="checkbox"/>	<input type="checkbox"/>	
3	BUSM3310	Human Resources Management	<input type="checkbox"/>	<input type="checkbox"/>	
4	BUSM3320	Business Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Enrolled
4	BUSM3299 ^{OE}	Entrepreneurial Process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enrolled

SAVE ENROLMENT

To finish, click the button "Save Enrolment"

A notification will appear on the screen advising that your enrolment is being processed. Two emails will be sent to you later. The first one informs you that your enrolment is being processed and the other confirms your enrolment result.

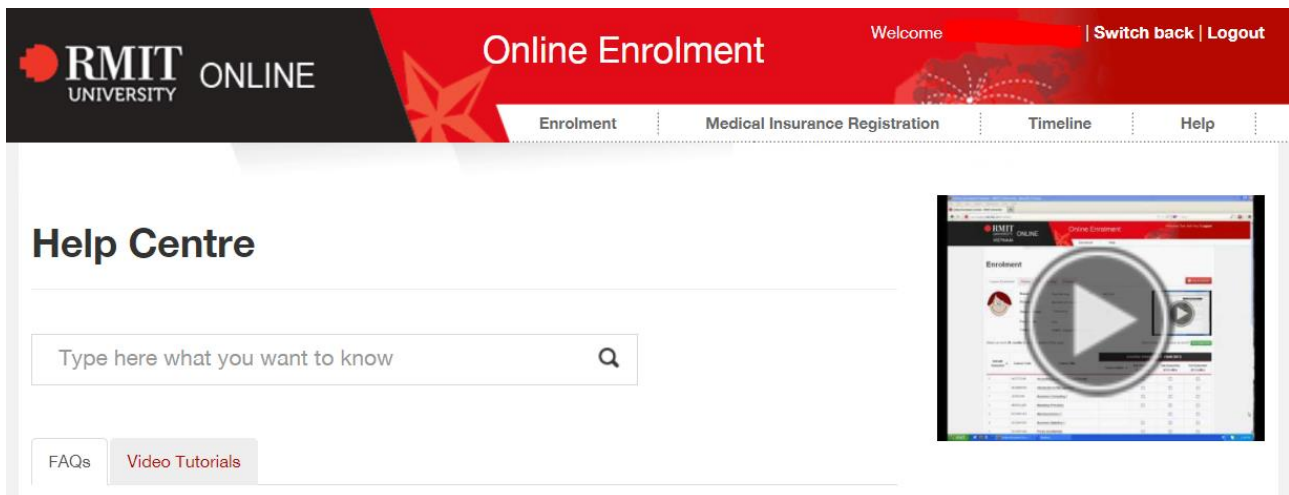
1.3. Deadlines: refer to the Timeline tab on [OES](#) for more information

Timeline	Adding a course		Dropping a course	
	OK to add?	Cost	OK to drop?	Cost
To the end of Week 2	Yes	Free	Yes	Free
Week 3-4	No	N/A	Yes	Penalty fee = VND 2 million
Week 5-8	No	N/A	Yes	Full course fee

2. Online Support

Click the Help tab on [OES](#) to visit Help Centre.

In the FAQ tab, you will find frequently asked questions about Enrolment, Course (elective) Choices and Course Selection and so on. In the Video Tutorials tab, there are videos guiding you how to do enrolment, enrolment variation and choosing electives and so on.



You can type your questions in the search box. If you cannot find the information you are looking for, click 'Ask an Advisor' at the bottom of the page to send your questions to an advisor.



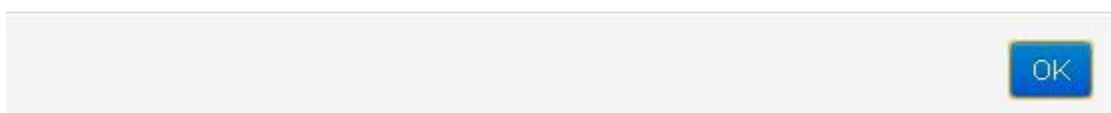
3. Pop-ups and notifications

When doing the online enrolment, you may see some common pop-ups and notifications as follows

3.1 Maximum credits per semester

This notice will pop up if you select courses totalling more than 48 credits in one semester. You will have to drop a course or select courses with fewer credit points.

You have selected the maximum number of 48 credit assigned to semester 1. To select this course, you need to drop at least one of current ones.



3.2. Pre-requisites

This notice will pop up if you select a course that requires you to complete another course first (“pre-requisite”). You will have to drop the selected course and choose the pre-requisite course, or another course.

For example:

Students cannot select BUSM4294 (Intrapreneurship) because they haven’t finished Entrepreneurial Process.

Course **BUSM3299 (Entrepreneurial Process)** is pre-requisite of this course. You must study or enroll **BUSM3299 (Entrepreneurial Process)** before this course. You can't study or enroll them in the same semester.

OK

Students cannot select MKTG1254 (Market Research) because they haven’t finished Marketing Principles and Buyer Behaviour.

Course **MKTG1205 (Marketing Principles), MKTG1253 (Buyer Behaviour)** is pre-requisite of this course. You must study or enroll **MKTG1205 (Marketing Principles), MKTG1253 (Buyer Behaviour)** before this course. You can't study or enroll them in the same semester.

OK

3.3. Co-requisite

This notice will pop up if you select a course that requires you to study another course at the same time (“co-requisite”). You will either have to drop the selected course or add the co-requisite course.

For example:

This student selected OMGT2215 (LSC Work Integrated Learning 1) without OMGT2216 - LSC Work Integrated Learning 2 in the same semester.

This course and **OMGT2216 ()** has to be studied or enrolled at the same time. You can't enroll it in this semester because its co-requisite is not available at this time.

OK

3.4. Leave of absence (LOA)

This notice will pop up if you attempt to drop all courses in one semester.

Sorry! You must select all remaining courses in your program or select courses in all remaining semesters of this calendar year. Otherwise, please come to Student Service and submit your Leave of Absence

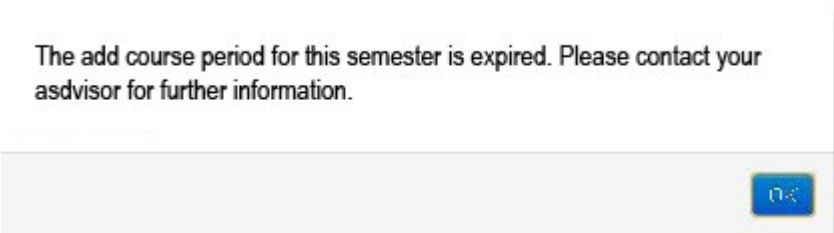


OK

If you are considering a Leave of Absence, you are advised to consult with Student Advisors from RMIT Connect. Once you have made an informed decision, you can lodge a [Leave of Absence online](#).

3.5. Add course not allowed

This notice will pop up if you add a course after the deadline. You will have to contact the advisor for further information.



The add course period for this semester is expired. Please contact your advisor for further information.

OK

This is the end of Enrolment variation guideline. For any inquiries regarding enrolment issues, please kindly contact RMIT Connect on your campus or via https://rmit.service-now.com/connect_vn