

# Re-enrolment for continuing students

Updated 27 August 2020

[Video Tutorials](#)

# 1. Essential steps doing re-enrolment

## 1.1. Important notes

Re-enrolment is only open during certain periods of the academic year. An error notification will appear if you log in before or after these periods.

Re-enrolment schedule, log-in guide and important notifications will be sent to you by email.

## 1.2. Re-enrolment process

### 1.2.1. Log in

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

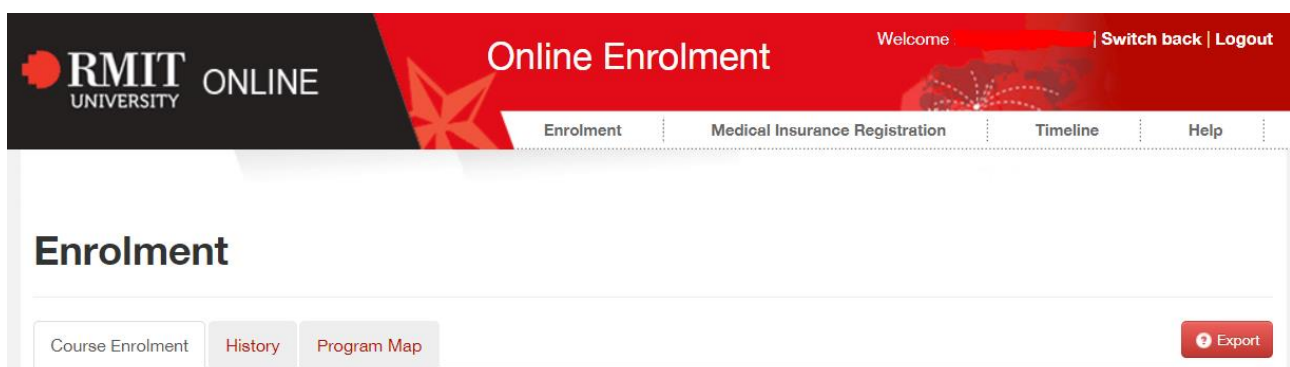
### 1.2.2. Fill out the forms

- Personal Information Form
- Privacy Statement Form
- Statistical Survey
- Release Form
- National Medical Insurance Form (only for Vietnamese students)

### 1.2.3. Select courses

After completing all forms, click 'Start Enrolment' to go to the re-enrolment page.

In the re-enrolment page, you can find information about your enrolment, your enrolment history, program maps and enrolment timeline in corresponding tabs as below.



The Course Enrolment tab lists all courses for your program, including available electives.

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

There are three semesters in an academic year starting in Feb, Jun and Oct. You should select courses for the whole academic year (i.e. all semesters).

You are recommended to follow your program map and choose courses based on the flow from the first semester to the final one. When you have decided what courses you want to add for each semester, select them by following the steps:

### Step 1: tick the box of the semester you want to take the course

Example:

Default Semester	Course Code	Course Title	Course status	Feb Semester (40 Credits)	Jan Semester (36 Credits)	Oct Semester (36 Credits)
1	ACCT2105 <sup>EO</sup>	Introductory Accounting	Passed			
1	MKTG1205	Marketing Principles	Passed			
1	IBYS2109 <sup>EO</sup>	Business Computing 1	Passed			
2	ECON1193	Business Statistics 1	Passed			
2	ECON1194	Prices and Markets	Passed			
3	OMGT2085	Intro to Logistics & Supply Chain Mgt	Passed			
3	BUSM2301	Organisational Behaviour	Passed			
1	BUSM4185 <sup>EO</sup>	Introduction to Management	Passed			
3	ELECTIVEP	Program Elective [Select...]				
2	ECON1192	Macroeconomics 1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	BUSM3320	Business Communications		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	BUSM3299 <sup>OE</sup>	Entrepreneurial Process [Change...]		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	IBYS2110	Internet for Business		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	LAW2447	Commercial Law		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	ELECTIVEP	Program Elective [Select...]			<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	BAFI3104	Business Finance		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	COMM2374 <sup>OE</sup>	Introduction to Public Relations [Change...]		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	ELECTIVEP	Program Elective [Select...]			<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	BUSM3311	International Business		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	ACCT2126	Mgt Accounting And Business				<input checked="" type="checkbox"/>
6	COMM2377 <sup>OE</sup>	Modern Asia [Change...]		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	ACCT2118	Industry Project		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	COSC2282 <sup>OE</sup>	Design for Interactive Media 1 [Change...]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To select an elective: Click 'Select' next to General/Program Elective, a list of courses will appear for you to choose from.

Note: You may want to check short course descriptions, pre-requisites or co-requisites before making choices by mousing over the course title.

Default Semester	Course Code	Course Title	ENROLMENT	
			Course status	Feb Seme (36 Cred
1	ACCT2105	Introductory Accounting	Passed	
2	ECON1193	Business Statistics 1		
2	ECON1194	Prices and Markets		
2	LAW2447	Commercial Law		
6	MKTG1257 <sup>GE</sup>	Marketing Communication		
2	ECON1192	Macroeconomics 1		
3	BUSM3299	Entrepreneurial Process		
3	OMGT2085	Intro to Logistics & Supply		
4	BUSM3320	Business Communication		
6	BUSM3311	International Business		
4	BUSM4092	Applied Entrepreneurship		
1	MKTG1205	Marketing Principles		

**Entrepreneurial Process**

Program	BP181
Credit point	12
Pre-Requisites	none

**Course description:**  
This course is where it all begins in entrepreneurship training. It focuses on developing an entrepreneurial mindset and understanding the underlying concepts and principles that explain entrepreneurship. You will learn that an entrepreneurial edge can be developed in individuals. You will also learn that entrepreneurship involves living businesses, where all aspects of the business need to be developed simultaneously to achieve the desired goals.

More information can be found in [FAQs](#) \Course (elective) choices.

If there are any pop-ups or notifications while choosing courses, refer to Section 3. Pop-ups and notifications for more information.

Step 2: click 'Save enrolment'  to complete the process

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.

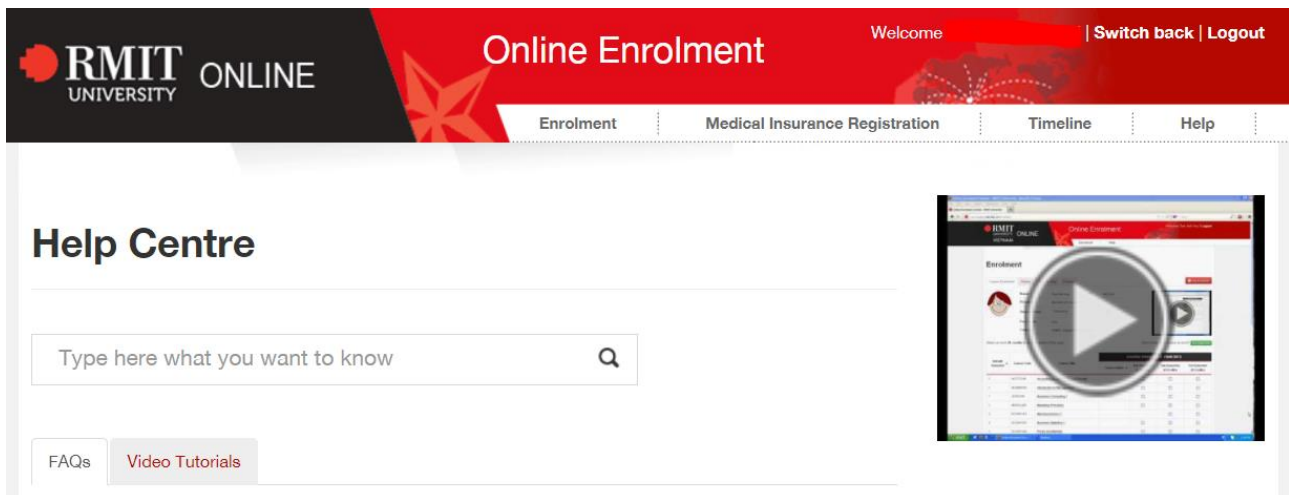
### 1.3. Re-enrolment deadlines

More information can be found on OES, [Timeline](#) tab.

## 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.



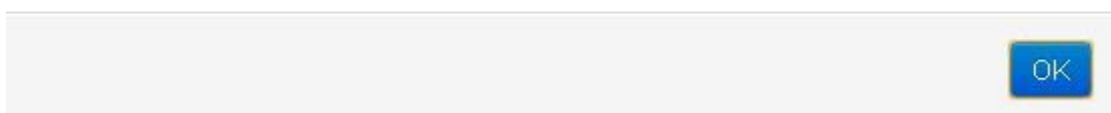
### 3. Pop-ups and notifications

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](https://rmit.service-now.com/connect_vn)