

Overview

The Enrolment tile in myRMIT allows students to drop courses that they already enrolled into.

Before you begin

- Login myRMIT.
- Complete Pre-Enrolment Checklist from the Tasks tile. Refer to the myRMIT Essentials > Task Tile Quick Reference Guide for learn about the pre-enrolment checklist completion.
- All enrolments, cancellations or changes to your enrolment will need to be completed by 8/9 pm (Vietnam time) on the designated deadline dates. For more details, visit < <u>Important</u> <u>dates and academic calendar RMIT University</u>>

To ensure that you are active in a program, you are required to have minimum of one course enrolled per semester. If you wish to drop the last course, you will be directed to the **Submit Request** tile to fill out a **Form** and provide a reason for dropping the last course, for example, **Leave of Absence** or **Program Cancellation** forms.

Navigation myRMIT Home Page > Enrolment tile

The myRMIT home page displays.

Tasks
Personal Details
Enrolment

Image: Image:

Step 1. Click the Enrolment tile to access the Enrolments section of myRMIT.

Enrolment page displays with the Enrol in my Program page open.

Step 2. Click Drop Courses to go to the Drop Courses page.

	Enrol in my Program	Enrol in my Program
2	Plan my Program	Before enrolling click on the program heading for instructions on what you nee
	Drop Courses	Finalise your enrolment by pressing the Finalise Enrolment buttor
	Drop Courses page display	'S.

Step 3. Select courses to drop. For example, select 2 courses.

Step	4. Review the list of selected	ed courses. Click Next	4	Nex
Step 1	of 2: Select Courses to Drop	Last Date to Drop	Credit Points	Status
	COMM 2374 Foundations of PR	29/03/2024 (1)	12.00	Enrolled
	COMM 2692 Making Media	29/03/2024 🗊	12.00	Enrolled

	MKTG 1294 Intro to Advertising	29/03/2024 🚺	12.00	Enrolled
Char				(:

Step 5. Click **Tuition and fee penalties** link to view financial penalties (if any). If a penalty grade is applicable, it will be shown here before you confirm to drop the course.

Step 6. Click Drop Cour	ses to complete		6	
Step 2 of 2: Review Courses)rop Courses	
Tuition and fee penalties 👔 5				
Description	Penalty Grade	Grade Name	Credit Points	Status
Description COMM 2374 Foundations of PR	Penalty Grade	Grade Name	Credit Points	Status Enrolled

Courses are successfully dropped. Once courses are dropped, your access to the corresponding Canvas Courses will also be removed.

•	COMM 2374 - Foundations of Public Relations This class has been dropped.
~	COMM 2692 - Making Media This class has been dropped.

The myRMIT - How to Drop Courses quick reference guide is complete.