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 or changes to your enrolments will need to be completed by the designated deadline dates (Vietnam time). For more details, visit Important dates and academic calendar - RMIT University and Fees and payments sections on the RMIT University website.

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
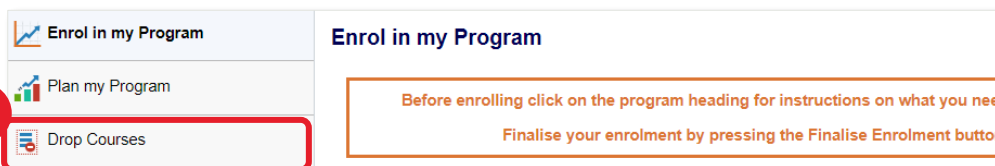
myRMIT Home Page > Enrolment tile

The **myRMIT home page** displays.

Step 1. Click the **Enrolment** tile to access the Enrolments section of myRMIT.
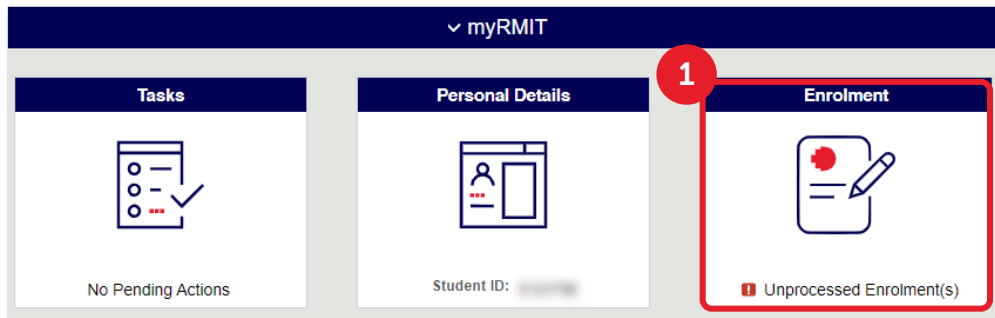
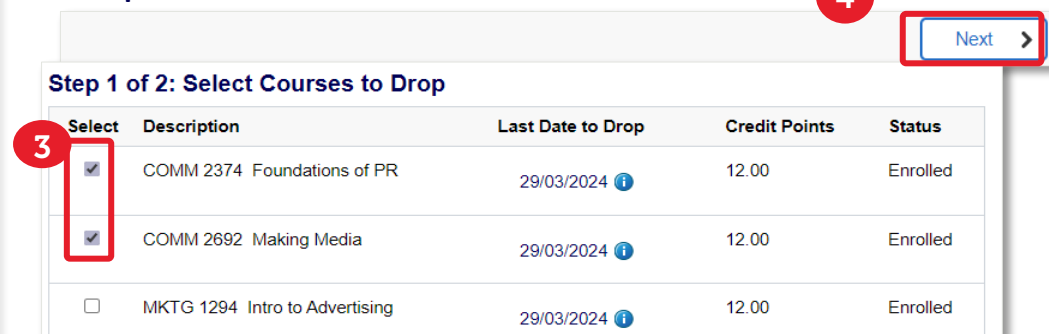**Enrolment** page displays with the **Enrol in my Program** page open.

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

Drop Courses page displays.
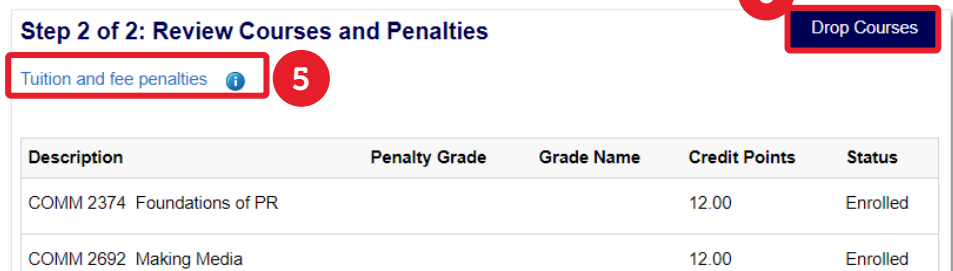
Step 3. Select courses to drop. For example, select 2 courses.

Step 4. Review the list of selected courses. Click **Next**

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 Courses** to complete

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.

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

What's next...