

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 enrolment must be completed by 12:00AM on the designated deadline dates, except for adding courses, which must be completed by 8/9 PM (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.

2	Enrol in my Program	Enrol in my Program
	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	

Drop Courses page displays.

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

				Ne
tep 1	of 2: Select Courses to D	rop		
Select	Description	Last Date to Drop	Credit Points	Status
	COMM 2374 Foundations of PR	29/03/2024 👔	12.00	Enrolled
	COMM 2692 Making Media	29/03/2024 🕚	12.00	Enrolled
	MKTG 1294 Intro to Advertising	29/03/2024 🕥	12.00	Enrolled
Step	5. Click Tuition and fe penalty grade is app course.	e penalties link to view f licable, it will be shown h	inancial penalties ere before you co	(if any). If nfirm to dr
Step Step	 Click Tuition and ferpenalty grade is approved. Click Drop Courses 	e penalties link to view f licable, it will be shown h to complete	inancial penalties ere before you co	(if any). If nfirm to dr
Step Step Step 2 Tuition a	 Click Tuition and ferpenalty grade is approved to course. Click Drop Courses Click Drop Courses and fee penalties () 	e penalties link to view f licable, it will be shown h to complete d Penalties	inancial penalties ere before you co	(if any). If nfirm to dr Drop Courses
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Step Step 2 Tuition a Descrij	 Click Tuition and ferpenalty grade is approved to the penalty grade is approved to the	e penalties link to view f licable, it will be shown h to complete d Penalties Penalty Grade Grade Nan	inancial penalties ere before you co 6 10 12.00	(if any). If nfirm to dr Drop Courses 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.