

## Overview

As a student, I want to view my program requirements, review my current enrolments, and enrol in course.

## Before you begin

- Login to **myRMIT** using your student ID number.
- Complete the Pre-enrolments Checklist in the Tasks tile. You may not be able to enroll in a course otherwise.
- 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.

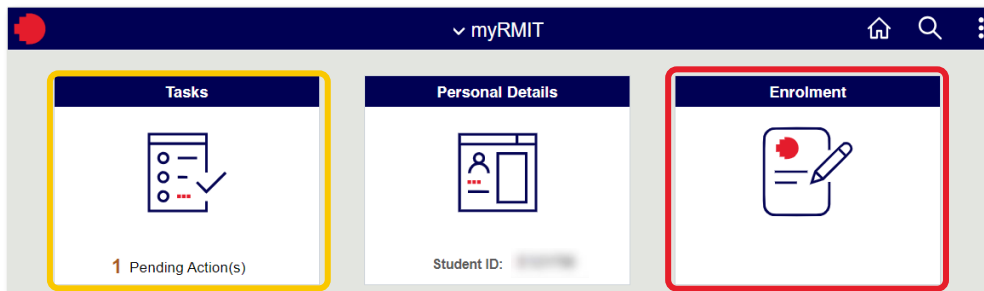
The **Enrolment** tile in myRMIT contains the following pages which you can navigate from the left side navigation menu:

- **Enrol in my Program**
- **Plan my Program**
- **Drop Courses**
- **Enrolment History**
- **Update your Majors or Minors**

## Navigation

### myRMIT Home Page > Enrolment tile

From the **Home Page**, click **Enrolment** tile to view your program requirements and to enrol. The **Enrol in my Program** page displays as default.



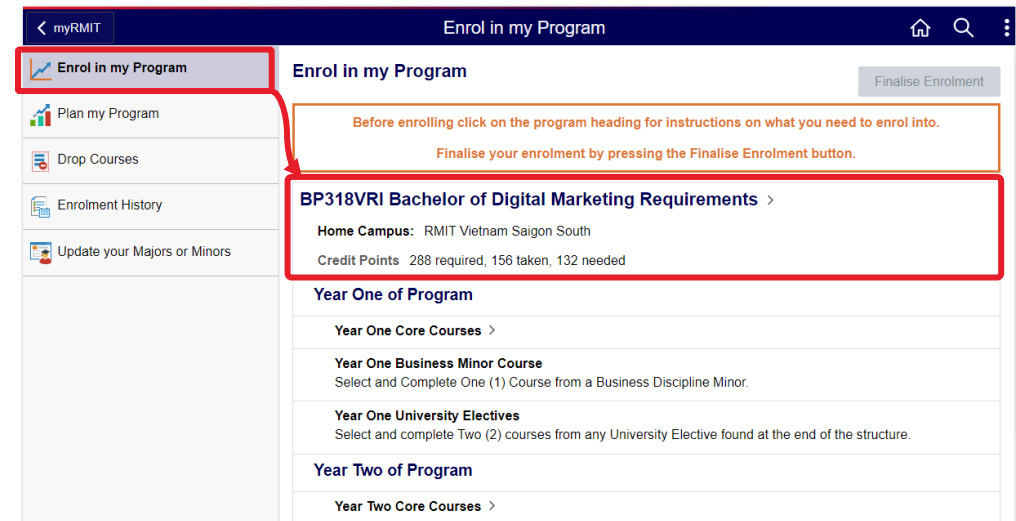
You must complete the Pre-Enrolment Checklist from the Tasks tile. Note that in the sample screenshot above, there is *1 Pending Action* indication displays on the Tasks tile as reminder. If this checklist not completed, you would get a notification with a link to direct you to the Pre-Enrolment Checklist when you access the Enrolment tile.

## Enrol in my Program

The **Enrol in my Program** page provides the full program structure for you to review the program requirements and enrolment options for each academic year/term.

From the **Program Heading** section at the top, you can view your **Home Campus** and **Credit Points**

Click the **Program Heading** to view **program map**, minor list, rules on the completion of minors and program guide.



The Requirement Details page displays with more information of the program and a link to your **program map**.

To return to the previous page, click on the **Return** button

To return to the myRMIT Homepage, click the **myRMIT** back button. Do not use the browser back button

In this guide, a student enrolls into Year Two Core Course by following the below steps:

### Step 1. Click Year Two Course Courses

**Step 2.** Click the drop-down icon to choose semester. You can choose multiple courses for the relevant semester that suit your schedule.

**Step 3.** Click the magnify glass icon to look for delivery options e.g., Face-to-Face, Online, Workplace (Internship). Repeat steps 2 & 3 to add more co

**Step 4.** Click **Add Courses**

Click the **course** link to open the program guide website for additional information about a course.  
Specific information about class timetable or lecturers will be available for you to choose via myTimetable tile.

**Step 5.** Click **Yes** to add the selected courses & finalise your enrolment now, OR  
Click **No** to add the selected course to the pending list and not finalise your enrolment. You will be returned to the **Enrol in my Program** page, where you can select more Minor and/or University Elective courses. Repeat steps 1-3 to select additional courses for the entire year.

**Step 6.** After clicking the **Add Courses** button for the last course, click **Yes** to review all courses that you have added. If needed, make adjustments to the list before submitting your enrolment. Click **Submit Enrolment** to proceed.

**Step 7.** Select **Yes** confirm your submission.

**Step 8.** Review the Enrolment Confirmation page.

Check for the **Green tick** icon next to each course to confirm your enrolment. If there is a **Red cross** icon next to the course, follow the instructions to complete your enrolment.

**Step 9.** Click **Enrolment History** page from the side navigation to confirm the courses have been added in the Enrolment History with **Enrolled** status. Otherwise, you have not been enrolled successfully into those courses.

Course	Description	Program	Semester	Grade	Credit Points	Status
BUSM 2570	Business Decision Making	BP253	Vietnam Semester 3 2024		12.00	Enrolled
COMM 2789	Digital Content Creation	BP253	Vietnam Semester 3 2024		12.00	Enrolled



**Important note:** At this step, ensure that you have completed your enrolment for the entire year. If not, return to the **Enrol in my Program** and repeat the steps to enrol into more courses.