

# Changing Programs (Courses)

This Quick Tip explains the steps you should take to make a positive decision about changing your program.

## Step one: think about your current program

Why is it not the right program for you?  
Is it to do with:

- the job the program is leading to
- a particular subject
- the lecturers

Is it to do with outside factors:

- your transition from school to university
- the need to take a year off
- other circumstances influencing how you feel

## Step two: develop self-awareness

Consider what you love doing and how it could be used in your career:

- Is it creative, to do with business, people, problem-solving or being outdoors?
- Do you want to study any of these areas?
- What do these activities suggest you might be good at doing?
- What skills do you need?
- What do you hope to achieve (what are your goals)?
- What is important to you (what are your values)?

Do you enjoy working:

- alone, with people, or both?
- with things, or information?
- by doing, or in an academic environment?
- on essays, experiments, exams, or projects?
- with on-the-job learning e.g. apprenticeship/traineeship?

## Step three: what career or jobs are you interested in?

- Explore your career direction at [www.myfuture.edu.au](http://www.myfuture.edu.au)
- Read the Good Universities Guide for information on what people do [www.gooduniversitiesguide.com.au/careers-guide](http://www.gooduniversitiesguide.com.au/careers-guide)
- Research careers, professional associations and employers online
- Interview or shadow someone in that kind of work
- Seek work experience. See the 'Quick Tips for Work Experience' in the RMIT Careers website.
- Visit the Job Shop and speak to a Careers consultant.

## Step four: choosing the program for you

- Visit RMIT Info Corner or explore RMIT programs at [www.rmit.edu.au/study-with-us](http://www.rmit.edu.au/study-with-us)
- Read the VTAC Guide for courses/programs [www.vtac.edu.au](http://www.vtac.edu.au) (Victoria)
- Course search Quality Indicators for Learning and Teaching [www.qilt.edu.au](http://www.qilt.edu.au) (Australia)
- Check the VTAC website and read the selection criteria for courses of interest
- Research more about the program – its subjects, work placements and pathways
- Go to Open Days – speak to program coordinators, current or past students
- Compare programs and campuses. Which ones suit you?
- Ask about other options or pathways

Ask yourself:

- Am I choosing this course because of the expected employment outcomes or because I will enjoy the work?
- Am I trying to please someone else?
- Am I focusing too narrowly on one or two subjects?
- Am I good at other things? What will I be doing when I finish?

## Step five: consider the costs

- Compare courses in Vocational Education and in Higher Education courses. Visit [www.studyassist.gov.au](http://www.studyassist.gov.au)
- Investigate scholarships offered by universities. Visit [www.rmit.edu.au/students/life-and-work-opportunities/scholarships](http://www.rmit.edu.au/students/life-and-work-opportunities/scholarships)
- Are you eligible? What is the application process and closing dates?

## Key dates and information

To change your program at RMIT:

- First apply for your new program. Once accepted, withdraw from your current one.
- For local students, enrolment methods and closing dates vary from program to program and depend on your enrolment status and the level of study you are applying for.
- Check the 'How to apply' section within the online program guide [www.rmit.edu.au/study-with-us](http://www.rmit.edu.au/study-with-us)
- If you are applying mid-year, check program requirements on the RMIT website in April or visit Info Corner.

## Applying through VTAC:

Check the VTAC website for information on how to apply and closing dates [www.vtac.edu.au](http://www.vtac.edu.au)

## Leave of absence

Your head of department may grant a leave of absence from your program. This means your place is held for you and that you may return to it. You must complete the forms required to formalize the absence.

## Withdrawing from a course

If you wish to withdraw from your program, read the relevant information to avoid academic or financial penalty. Visit [www.rmit.edu.au/students/student-essentials/enrolment/change-or-cancel-your-enrolment](http://www.rmit.edu.au/students/student-essentials/enrolment/change-or-cancel-your-enrolment)

## International students

Contact RMIT International Services for information about how to apply, transfer or withdraw from programs. Visit [www.rmit.edu.au/study-with-us](http://www.rmit.edu.au/study-with-us) and follow the international student link.

## Further information

Visit [rmit.edu.au/students](http://rmit.edu.au/students) and search **Jobs and Career advice** for career tips, videos and other careers information.

For information about applying for programs at RMIT, visit [rmit.edu.au/infocorner](http://rmit.edu.au/infocorner)

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