TAFE enrolment – selecting your class group

TAFE programs may be organised into several class groups/sections. **Note:** If you do not know whether your program has specific groups/sections, please contact your school. The following steps will explain how to enrol in classes for a specific TAFE group/section.

This guide should be read in conjunction with the *Enrolment Online Guide*, which contains step-by-step instructions on how to enrol online. This publication is available on the website at: [www.rmit.edu.au/academic-registrar/enrolment_online](http://www.rmit.edu.au/academic-registrar/enrolment_online)

1. Log in to Enrolment Online, as detailed in the *Enrolment Online Guide*.

2. Click the **Enrolment** menu option on the left hand side of the screen, or proceed through the Checklist until you reach the Enrolment page.

   The Enrolment page displays the program/s and terms/semesters in which you are currently active.

3. On the Enrolment page, click the **Continue** button next to each program name and term/semester. This will take you to the Enrolment tab, with details of your current enrolment, listed by course. Click the **Add** button to view your program structure.

4. You are now in the Program tab. There are two ways to proceed:

   a) Click **Show** to display all courses for your program, including all groups/sections. Select the courses for your group/section (e.g. Section “M” in the following example).
b) Enter your group/section code in the box beside Only Show Section (e.g. Section “M” in the example below). Then click Show, to view only the classes for your group/section.

5. Click on the boxes under the Add column to select the classes for your group/section. Click the Add button to add the classes to your selection.

Then refer to the Enrolment Online Guide (page 6) to complete your enrolment.

Note: Not all students will have access to every function in the Enrolment Online application. You will be notified when these options become available.