

How do I enrol?

Students studying at a partner institute outside Australia

Welcome to RMIT University! Following is a step-by-step guide for how to enrol in your RMIT program using Enrolment Online.

1. Log in

The first time you access an RMIT system you need to use your default username and password.

TIP It is recommended to use one of RMIT's preferred web browsers when accessing one of RMIT's systems, visit rmit.edu.au/students/support-and-facilities/it-services-for-students/service-and-support-centre/browsers.

Username

Your username is the letter 's' followed by your student number e.g. s1234567.

TIP Your student number is on your RMIT offer.

Password

Your default password is the letter 'p' (lowercase) followed by your date of birth backwards (in the order of year/month/day) followed by an '!' e.g. p19950722!

TIP For password assistance go to rmit.edu.au/its/password.

How to access Enrolment Online via myRMIT

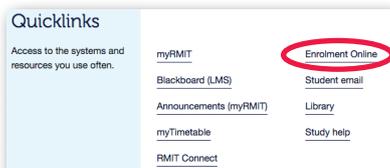
TIP Use a desktop or laptop to access Enrolment Online.

myRMIT is your student portal that gives you access to study resources, official RMIT announcements and your RMIT student email account. It is also the gateway to RMIT systems including Enrolment Online.

> Select the link to **myRMIT** at the top of the RMIT website: rmit.edu.au.



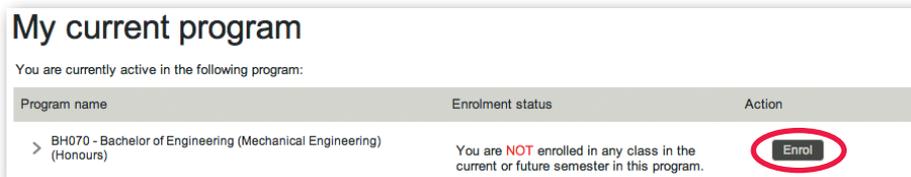
> Scroll down to **Quicklinks** and select the link to **Enrolment Online**.



2. Complete my checklist

My checklist is a group of statistical questions that you need to complete before you can enrol in classes and secure your place in your program.

> Select **Enrol** to start the checklist.



TIP You must make sure that your personal email and mobile phone number are correct and up-to-date (including your country calling code e.g. +852 for Hong Kong) as RMIT will use these for verification purposes e.g. password resets.

rmit.edu.au/students/offshore



3. Add classes

You can now add your prescribed classes.

- > After you have completed the checklist, select **Add classes**.
- > Select the **Continue** button for each available semester to enrol into a full academic year.
- > Select the **Show classes** button to find your prescribed classes.

TIP Ensure you select **Show classes** for all years of the program as classes may be open across multiple years of the program.

Select the classes you wish to enrol in and **Add selected classes**.

All actions must be completed by the relevant deadline in Melbourne time (see above).

BH070 - B Eng (Mech Eng) (Honours), Partner Institute Jul-Dec 2016

[Add classes from program structure](#) [Class search](#)

For students who commence their study in this program from 1 January 2016 onwards, please note that some courses listed in this structure will have their course marks count toward your program's weighted average mark. Your weighted average mark will determine the honours level of your award once you have completed the program. If a course counts toward your weighted average mark, that fact will be stated in its course guide.

Class Section

Year One of Program [Show classes](#)

Year Two of Program [Show classes](#)

Year Three of Program [Show classes](#)

Year Four of Program [Show classes](#)

[Collapse all](#) [Expand all](#) [Show open classes](#)

> In the **Select** column, check the box next to the class/es you have been assigned.

Course	Course name	Class nbr	Class section	Units of credit	Subject	Campus	Instruction mode	Class start date	Last day to add	Status	Select	Census date
MIET2469	Mechanics of Fluids and Solids 2	1003		12.00	Mechanical & Industrial Eng	Kaplan Singapore	Face-to-Face	13 Sep 2016	28 Sep 2016		<input checked="" type="checkbox"/>	03 Oct 2016
MIET2470	Engineering Dynamics	1002		12.00	Mechanical & Industrial Eng	Kaplan Singapore	Face-to-Face	13 Sep 2016	28 Sep 2016		<input checked="" type="checkbox"/>	03 Oct 2016

TIP Status icons—click on **Key to status icons** link to view descriptions for each status icon.

> Once you have selected the classes you want to enrol in, select the **Add selected classes** button.

You will receive confirmation that your enrolment has been successful.

Congratulations—you are now officially enrolled at RMIT University.

4. Check it

TIP A quick way to see a summary of what you just added is to click the **exit** tab on the top right of the screen.

To access the following features in Enrolment Online, select the **My student record** button and go to **Enrolment details**.

> Select **View Confirmation of Enrolment (CoE)**

This is an official statement produced overnight after you enrol that shows all your enrolment details. Check this carefully to make sure that your enrolment is correct.

> Select **Enrol (add, drop or change classes)**

Now that you're enrolled, you can vary your enrolment up until the last day to add and drop (see My calendar below for more information).

> Select **View my calendar**

It is vital that you know these important dates as they include your enrolment dates, semester breaks, exam periods and when results are released. They also include census dates, which is the deadline by which all enrolment actions need to be taken to avoid academic penalties.

TIP All enrolment actions must be completed by the relevant deadline in Melbourne time which can be viewed at the top of the screen in Enrolment Online.

