Essential Guide to Inbound Enrolment

Before arriving at RMIT or attending the RMIT Global Mobility Orientation week, you need to enrol using RMIT’s online system, Enrolment Online.

Read this tailored guide carefully and complete all steps to successfully enrol at RMIT.

- The system works best using Internet Explorer
- Allow 40-50 minutes to complete all sections of your enrolment

Step 1: Login to myRMIT (student portal)       Pg 3-4
Step 2: Complete your enrolment checklist       Pg 6-17
    Addresses                                   Pg 10
    Phone and emails                            Pg 11
    Emergency contacts                          Pg 12
    Student Union                               Pg 14
    Parents and guardians                       Pg 15
    Prior education                             Pg 16

Step 3: Add and enrol in your classes for Sem 2 2016       Pg 19-24
Step 4: View or create your timetable           Pg 25-26
STEP 1: Log in to MyRMIT
STEP 1: Login to MyRMIT and Enrolment Online

- Go to www.rmit.edu.au
- Select ‘myRMIT’, located at the top of the webpage
- Login to the ‘Central Authentication Service (CAS)’

Tips:
- Your RMIT student ID is listed on your RMIT offer letter
- Your ‘RMIT ID’ is the letter ‘s’ followed by your student number eg. s1234567
- Your initial password is the letter 'p' followed by your date of birth backwards with an exclamation mark '!' at the end.
  For example, if your date of birth is 8 April 1998, your password is p19980408!
Select ‘Enrolment Online’ on the left hand side.

Tips:

- Short cut to your RMIT email account: eg, s1234567@student.rmit.edu.au
STEP 2: Complete your enrolment checklist
STEP 2: Complete your enrolment checklist

- Once you are in Enrolment Online, select ‘Enrol’ in your current program.

Welcome to Enrolment Online

My current program
You are currently active in the following program:

<table>
<thead>
<tr>
<th>Program name</th>
<th>Enrolment status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXUGD - No Award Received</td>
<td>You are NOT enrolled in any class in the current or future semester in this program.</td>
<td>Enrol</td>
</tr>
</tbody>
</table>

Approved Load Attendance Mode Fee Type
Full-Time Internal Mode of Attendance Full Fee - International Onshore (Exchange Inbound - Higher Education)

My student record
View or update your enrolment, financial and personal details. Apply to graduate once applications open.

Tips:
- **Exchange or Study Abroad students:** refer to your RMIT offer letter for your program name/study level
  - EXUGD = Exchange student at undergraduate level
  - EXPGD = Exchange student at postgraduate level
  - SAPGD = Study Abroad student at postgraduate level
  - SAUGD = Study Abroad student at undergraduate level
- **Inbound students from our Vietnam campuses and SIM:** refer to your RMIT offer letter for your program name
Select ‘Begin my checklist’

This checklist is tailored to local students, so some sections may not apply to international students, such as a ‘Victorian student number’ and ‘Tax file number’.
Read through the terms and conditions, then select ‘I agree’ at the bottom of the page.
Check your personal details are correct, then select ‘Continue to next step’.

If there is any discrepancy in your personal details, email RMIT Global Mobility at global.mobility@rmit.edu.au to let us know.

My checklist

Remember: You must complete all the steps in this checklist before you can enrol in classes and secure your place in your program.

Personal details

Confirm your name and demographic details below.

Title
Family Name
First Name
Student Number
Date of Birth
Gender
Citizenship & Residency

John
Smith

3329701
01/10/1986
Male
Temporary Entry-Onsh Internat

Continue to next step
Addresses

- You have to provide both a home (international) address and an Australian address.
- If you don’t have an Australian address yet, enter RMIT’s address (330 Swanston St, Melbourne, VIC, 3000) and change this as soon as you know your actual address.
- In Australia, ‘city’ refers to ‘suburb’.
Phone and Email

- If you don’t have an Australian phone number yet, put in your current overseas mobile number, and update your details upon arrival with your Australian number.

- Note your RMIT email address - eg, s1234567@student.rmit.edu.au
Emergency Contacts

- You are required to provide details of an emergency contact in your home country and in Australia.
- If you do not have any friends or relatives in Australia, you can add the RMIT Global Mobility Office as your emergency contact. If you use this option, you will have to change this during your first week.

Contact name: RMIT Global Mobility
Relationship: Friend
Phone: 9925 3947
Email address: global.mobility@rmit.edu.au
You have to complete all questions in the checklist to successfully enrol.

- Use the drop down menus and tick buttons to complete.
- When you have filled out all the sections, select ‘save and next’ to go to the next tab.
Student Union

- You can still sign up to be a member of the student union throughout semester even if you select ‘No’ for now.
- Being a member will cost you $10.
Parents/ guardians

- Use the drop down menu to choose from the options.
- If you do not know the answer you can simply select ‘Don't Know’.
Prior education

- If you are doing a ‘bachelor’ or ‘undergraduate’ program, you will select ‘Never commenced’ for postgraduate.
- ‘Higher Education’ refers to any education undertaken at a tertiary or university level.
- If you select ‘Completed’ for any of the programs, you will be asked what year you graduated and where you graduated. You will select ‘Completed in another country’.

![Image of My checklist section in RMIT Enrolment Online system]
Once you have completed all sections of the checklist, check the box to certify your answers then select ‘Save’.

Your Checklist is now complete and you can add classes

Select ‘Add classes’
STEP 3: Add & Enrol in your classes
STEP 3: Add & Enrol in your Classes for Sem 2 16

- This is not course timetabling. At this stage you are enrolling into your courses your pre-approved and recommended courses. You will be provided with further instructions on creating/viewing your timetable in Step 4.

- At RMIT the individual unit of study is referred to as a 'course.' Underneath courses, classes are then scheduled so that students enrol into the correct offering of each course (correct campus, semester and teaching method).

- Refer to your Course Outcome Email from RMIT Global Mobility, and use the ‘class search’ tab to find your courses. eg, course HUSO2105 can be broken down into Subject area: HUSO and Catalogue Nbr: 2105

- **Only add pre-approved or recommended courses or as per instructed in the course outcome email** - enrolling in classes without prior approval may result in you getting removed from class or getting a fail grade on your transcript. Please ensure that you will receive credit transfer for your preferred RMIT courses by your home institution.

- If you were given pre-approval or recommendation for courses at a different academic level, please refer to pages 23 and 24.

- If you are having difficulties finding your classes, you can search by choosing the subject area and scrolling through the whole list of courses offered, or entering a keyword.

**Study Load**

- Most RMIT courses are worth 12 credit points each.

- Design studios are often worth 24 credit points each.

- Students generally study a standard full-time load of 48 credit points per semester, including Cross Campus Studies student from Vietnam and SIM students.

- However 36 credit points is the minimum full time load.
When searching for your classes, here are a few important points to look out for:

- **Learning mode**: online and distance courses can only make up 25% of your semester program due to restrictions on your Australian student visa; eg, if you are doing 4 courses, you can only do 1 ‘internet/online/distance course’. If you are only taking 3 courses, you cannot take any online. Make sure that your learning mode says ‘Face-to-face’

- **Campus**: RMIT’s main campus is ‘City Campus’. If you are taking classes at ‘Bundoora’ or ‘Brunswick’, be aware that due to the distance between campuses, a mix of classes is not recommended. Make sure your classes are also not at RMIT Vietnam or mixed between City and Bundoora campuses.

- **Teaching Periods**: Make sure your course is offered in the correct semester.

Click on the hyperlink to see more details on teaching periods:
To add a class, check the box that relates to the class, then select ‘Add selected classes.’

You will then see a pop-up box saying you have successfully enrolled in that subject. Select ‘OK’ to go back to the search screen.

If a class is full or has been cancelled, you will not be able to select it.

Enrolment Online will allow you to add classes up to a total load of 60 credit points.
- You will see classes you have successfully added and enrolled in under ‘current class enrolments’
- At this stage do not drop any classes, unless you have a clash of classes when you timetable.

<table>
<thead>
<tr>
<th>Course</th>
<th>Class nbr</th>
<th>Class section</th>
<th>Mode</th>
<th>Units of credit</th>
<th>* Census date</th>
<th>+ Last day to drop</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSM1269 - Introduction to Project Mgt</td>
<td>1715</td>
<td></td>
<td>Face-to-Face</td>
<td>12.00</td>
<td>31 Mar 2015</td>
<td>01 May 2015</td>
<td></td>
</tr>
</tbody>
</table>

* Census date - Last day to drop classes and avoid financial penalty
+ Higher education students only - Last day to drop classes and avoid academic penalty (financial penalty still applies)

- Once you have added all of your classes you can ‘Exit EOL.’ You can re-enter at any time to make amendments, provided you have the necessary approval.
Cross Career Enrolment

- Some students are allowed study across career level, i.e, enrolling a mix of undergraduate and postgraduate courses, subject to approval by the RMIT academic assessment team.
- Enrolment Online cannot be used to add courses that are not at your program name/study level:
  - eg, if your program name is EXUGD, you cannot use Enrolment Online to add postgraduate courses
  - if your program name is SAPGD, your cannot use Enrolment Online to add undergraduate courses

**ENROLING IN COURSES AT A DIFFERENT ACADEMIC LEVEL PRIOR TO 12TH JULY**

- If you have applied as an *undergraduate* student and you have been pre-approved or recommended to study a *postgraduate* course or vice versa, (refer to your email “RMIT Exchange/Study Abroad Course Outcome Semester 2 2016”), you will need to be manually enrolled in the course at the different academic level.
- In order to enrol in the course at the different study level, please respond to the email “RMIT Exchange/Study Abroad Course Outcome Semester 2 2016” stating whether you would like to enrol and study the approved/recommended course.
- RMIT Global Mobility will then manually arrange to enrol you in this course. Please remember that you will still need to enrol online for your pre-approved/recommended courses that are at your normal academic level.

*Example:*

The student below is a postgraduate student. They will be required to request a manual enrolment via email for MKTG1025 as it is at a different academic level (undergraduate).

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Academic Level</th>
<th>Credit Points</th>
<th>School</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG1025</td>
<td>Marketing Principles</td>
<td>City Campus</td>
<td>Undergraduate</td>
<td>12</td>
<td>Economics, Finance &amp; Marketing</td>
<td>Pre-approved</td>
</tr>
<tr>
<td>BAFI1075</td>
<td>International Finance</td>
<td>City Campus</td>
<td>Postgraduate</td>
<td>12</td>
<td>Economics, Finance &amp; Marketing</td>
<td>Pre-approved</td>
</tr>
</tbody>
</table>
Cross Career Enrolment

ENROLING IN COURSES AT A DIFFERENT ACADEMIC LEVEL AFTER 12TH JULY.

- For new courses not at your program name/study level, you need to complete a paper form (Enrolment Variation Form - EVF), get the appropriate academic assessment team to approve it and then submit to Mobility Enrolment at mobility.enrolment@rmit.edu.au for processing. Further instructions will be provided during Orientation week.
  * The turnaround time can take a few days during peak periods.
- If classes are commencing or have commenced, and your new course is not showing on Enrolment Online, check the read-only timetable or contact Timetabling Support to ask for the schedule.
STEP 4: View or Create your Timetable
STEP 4: View or create your timetable

- Student Timetabling System (STS) is a different system to Enrolment Online.
- New courses will appear immediately on Enrolment Online and the next working day on STS.
- Once enrolled, you create your own personalised weekly class schedule.

**How to create your own class timetable**

Simply log in to the [Student Timetabling System](#) (STS) and follow the on-screen instructions.

For help refer using the system, refer to the [STS quick guide (PDF 448kb 11p)](#).

Once created, your class timetable will display in [myRMIT](#).

**When to create your class timetable**

You can create your class timetable after the following dates:

(Remember, you must be first enrolled in your courses before you can create your own timetable).

<table>
<thead>
<tr>
<th>College of Business students</th>
<th>8 am Wednesday 6 July 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Science, Engineering and Health students</td>
<td>8 am Thursday 7 July 2016</td>
</tr>
<tr>
<td>College of Design and Social Context students</td>
<td>8 am Friday 8 July 2016</td>
</tr>
</tbody>
</table>
**Timetabling tips**

- Access the STS as soon as possible after the release date so you don’t miss out on your preferred classes.

  ⇒ The last day to arrive to commence studies and to add a new course for Semester 2 2016 is Friday 29 July 2016 (except for Early Start Date courses which is on Friday 15 July 2016)

- You can view, print and email a copy of your timetable by logging in to myRMIT and clicking on the Timetable tab.

**Please note:**

- If you select a course with only one activity you may be automatically allocated to that activity. Check back regularly as additional courses may be added.

**Timetabling Support**

myTimetableSupport

+61 3 9925 3035


Congratulations!
You have now completed your checklist, added your classes and viewed/created your timetable.

During the Orientation week, if you have any questions about completing your checklist and adding classes, you will be able to attend an Enrolment and Timetabling support session. The location and time will be confirmed during Orientation week.

You can contact us at global.mobility@rmit.edu.au or 9925 3947
Kindly keep in mind that we receive a lot of emails during this time, but will endeavour to answer your questions as soon as possible.