

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.

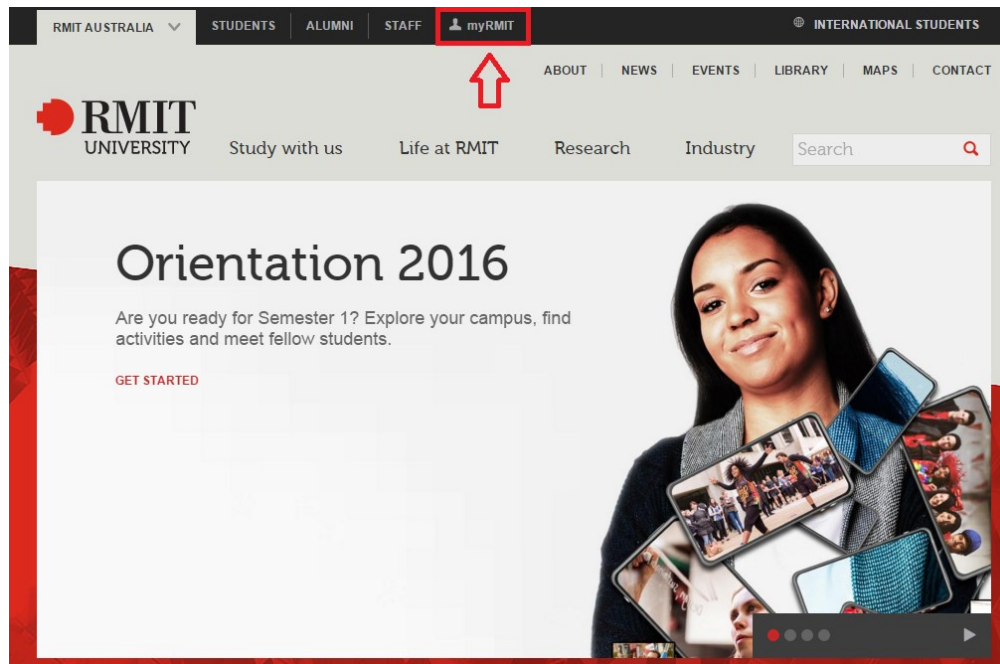
- The system works best using Internet Explorer
- Allow 40-50 minutes to complete all sections of your enrolment

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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)'



RMIT UNIVERSITY | Central Authentication Service

NOTE:
To keep your account secure always close all browser windows at the end of your session.
[Password assistance](#)

RMIT ID

Password

LOGIN

> ABOUT LOGIN TERMS AND CONDITIONS

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ABN 49 781 030 034 CRICOS provider number: 00122A



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!

RMIT AUSTRALIA ▾ | ALUMNI STUDENTS STAFF | EXIT

RMIT UNIVERSITY | myRMIT > BACK TO STUDENT'S WEBSITE

Home myStudies myResults myDetails myServices

Welcome [REDACTED]

RMIT ANNOUNCEMENTS (2 UNREAD)

Unread	Subject	Date ▾
✉	Celebrate the Coming of the Light	25 June 2015
✉	Apply to graduate - RMIT offshore ceremonies	15 June 2015

EMAIL

✉ UNREAD EMAILS (4)
Space used 0.00% (7516192768.00 GB free)

✉ HELP WITH EMAIL

LAUNCH APPLICATIONS

✉ ENROLMENT ONLINE

✉ MYDESKTOP

✉ MYDRIVE

✉ CAREERS TOOLKIT

✉ PAY FEES ONLINE

✉ APPLY FOR A PROGRAM

✉ STUDENT SURVEYS

✉ HOUSING FOR STUDENTS

✉ SPECIAL CONSIDERATION ONLINE APPLICATION

NEW TO RMIT?
GET STARTED



Tips:



- Short cut to your RMIT email account: eg, s1234567@student.rmit.edu.au



- Select 'Enrolment Online' on the left hand side.

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:

Program name	Enrolment status	Action
<div>EXUGD - No Award Received</div> <div>Approved Load Attendance Mode Fee Type</div>	<div>You are NOT enrolled in any class in the current or future semester in this program.</div> <div>Full-Time Internal Mode of Attendance Full Fee - International Onshore (Exchange Inbound - Higher Education)</div>	<div>Enrol</div>



My student record

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

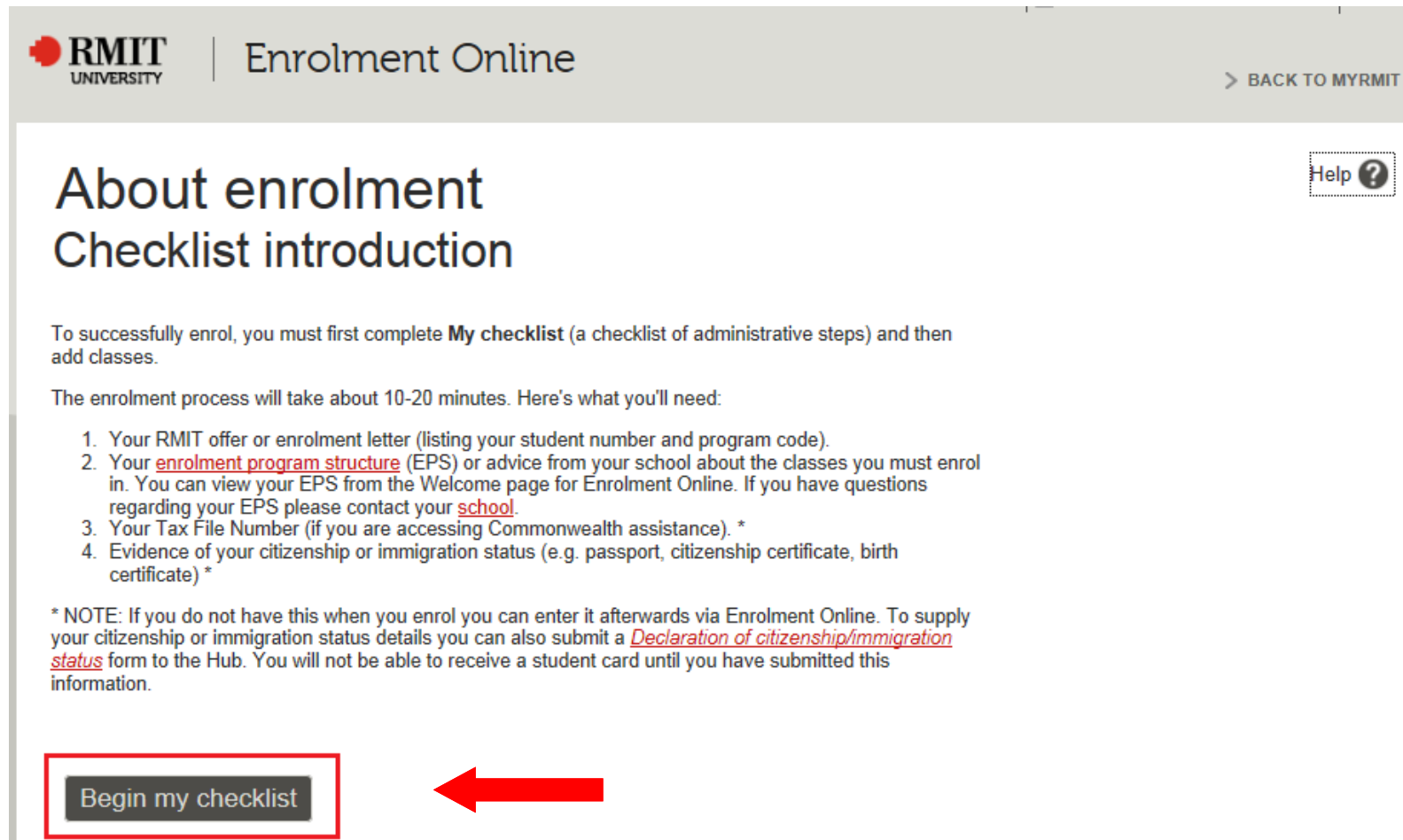
My student record



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'



RMIT UNIVERSITY | Enrolment Online > BACK TO MYRMIT

About enrolment Checklist introduction Help ?

To successfully enrol, you must first complete **My checklist** (a checklist of administrative steps) and then add classes.

The enrolment process will take about 10-20 minutes. Here's what you'll need:

1. Your RMIT offer or enrolment letter (listing your student number and program code).
2. Your [enrolment program structure](#) (EPS) or advice from your school about the classes you must enrol in. You can view your EPS from the Welcome page for Enrolment Online. If you have questions regarding your EPS please contact your [school](#).
3. Your Tax File Number (if you are accessing Commonwealth assistance). *
4. Evidence of your citizenship or immigration status (e.g. passport, citizenship certificate, birth certificate) *

* NOTE: If you do not have this when you enrol you can enter it afterwards via Enrolment Online. To supply your citizenship or immigration status details you can also submit a [Declaration of citizenship/immigration status](#) form to the Hub. You will not be able to receive a student card until you have submitted this information.


Begin my checklist



Tips:

- 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.

 | Enrolment Online > BACK TO MYRMIT

10. I must log in to [myRMIT](#) at least twice a week, even during non-teaching periods, to read important announcements and to access official emails sent to my RMIT student email account.

11. I must use my RMIT student email account for all official email correspondence with the University.

12. RMIT will not extend or vary a deadline on the basis that I did not receive or read information sent to me via:

- announcements in myRMIT
- my current mailing address
- my RMIT student email account.

13. I must keep my personal information, such as contact details (including emergency contact details), up-to-date for the duration of my enrolment and during periods of approved leave.

14. I acknowledge that upon completion of my program I will lose access to myRMIT and University systems, such as Blackboard and Enrolment Online, and it is my responsibility to retain for my records copies of all relevant documents, such as invoices, Commonwealth Assistance Notices, Confirmation of enrolment and electronic course materials, etc.

Fees

15. I must pay any fees and charges from RMIT arising from my enrolment and academic activity by the original due date as detailed on my RMIT tax invoice, in accordance with the [Approved Schedule of Fees and Charges](#).

16. I acknowledge that if I fail to pay all my fees and charges by the due date on my RMIT tax invoice then I will be deemed to be a University debtor and I will not be permitted to enrol, add classes, obtain a transcript of results or a Statement of Academic Completion, or receive an award until the debt is cleared, and that my enrolment may also be cancelled.

17. I acknowledge that RMIT reserves the right to provide my details to an external agent for the purpose of collecting any debts.

Student card

18. I must comply with the [student card responsibilities](#).

Declaration

I acknowledge and agree to the terms described in the [RMIT privacy statement](#) and this Statement of student responsibilities.

Where appropriate, I authorise RMIT University to:

- obtain details of my past results from other educational institutions and professional bodies
- release my trade enrolment academic records to the apprentice authorities and to my employer
- reproduce, communicate, compare and archive my assessments for the purpose of detecting plagiarism.

- 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

Help ?

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	Smith
First Name	John
Student Number	3329701
Date of Birth	01/10/1986
Gender	Male
Citizenship & Residency	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'.

 Enrolment Online

[BACK TO MYRMIT](#)

My checklist

Help ?

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

Addresses

Enter or update your address details below. It is your responsibility to keep your details up to date.

You are required to provide your home and mailing addresses.

As an international student you are required to provide your home address (in your home country) and an Australian residence address.


Address		Actions
Krummhueblerstr. 1 Berlin, 10317	Home	Edit
Krummhueblerstr. 1 Berlin, 10317	Mailing	Edit
24 Dalgleish St FLEMINGTON, VIC, 3031	Australian Residence	Edit

[+ Add a new address](#)

[Continue to next step](#)

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

 Enrolment Online

[BACK TO MYRMIT](#)

My checklist

Help ?

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

Phone numbers

Enter or update your phone numbers below.

You are required to provide at least one telephone number. If you are studying at a campus in Melbourne, Australia, it is strongly recommended that you provide your mobile phone number so RMIT can send you an SMS in case of an emergency on campus.

If you enter multiple phone numbers, specify your primary contact number by selecting the preferred checkbox.

Please ensure you keep your phone numbers up to date.

* Required field

*Phone Type	*Country	*Telephone	Preferred
Mobile Phone	Australia	048/108-7741	<input checked="" type="checkbox"/>

+ Add a phone number



Email addresses

Confirm your email address for your RMIT student email account.

You are required to check this account via myRMIT at least twice a week.

You can also add a personal email address here if you wish. However, please note that all official communications from RMIT will always be sent to your RMIT student email account.

* Required field

*Email type	*Email address	Action
Campus	s2990220@student.rmit.edu.au	
Home	s2990220@student.rmit.edu.au	Delete

Continue to next step

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

 Enrolment Online

[BACK TO MYRMIT](#)

My checklist

Help ?

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

Emergency contacts

Enter or update emergency contact details below.

You are required to provide contact details for at least one person (such as a relative or friend) in Australia, to be contacted by RMIT in case of emergency.

Contact name	Relationship	Phone	Email address	Primary	Action
Bridie Grigg	Domestic Partner Adult	0402 423 118		<input checked="" type="checkbox"/>	<button>Edit</button>

+

 Add an emergency contact

Continue to next step

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.

Statistics

Enter or update answers to the statistical questions below. RMIT requires these details to comply with government reporting obligations.

Answer all questions on each tab. Use the **Save** button to save your answers for a tab, then proceed to the next tab using the **Next** button. When you have finished answering all the questions on each tab, go to the **Save data** tab to certify that the information you have provided is accurate and select **Save**. If you have left any fields blank or there are any data errors, these will display on the **Data errors** tab so you can go back and correct them.

RMIT	Personal	Parents/ guardians	Disability	Prior education	Save data
------	----------	-----------------------	------------	-----------------	-----------

EXPGD-No Award Received

What is your main reason for undertaking this program/traineeship/apprenticeship?

Do you intend to complete the program to obtain a qualification?

☐ Yes ☒ No, I'm only interested in part of the program

Have you reviewed your enrolment program structure and course guides?

☒ Yes ☐ No

Information sources

What information sources were most important to you when choosing where to study?
(Please select as many as necessary)

- ☐ VTAC guide
- ☐ RMIT advertising
- ☒ RMIT website
- ☐ Other websites
- ☐ Recommendation from previous RMIT students
- ☐ Advice of parents/family members
- ☐ Advice of teachers/career advisers
- ☐ Education agents
- ☐ Careers expos
- ☐ Open Day
- ☐ Other

Did you attend Open Day at RMIT?

☐ Yes ☒ No

- 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.

RMIT Student Union

Do you wish to be a member of the [RMIT Student Union](#)?

☐ Yes ☒ No

Save for later

Save

Next

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'.

During all (or most) of your school years, did you have?

Two or more parents/guardians ▼

Parent/Guardian 1 Education

Highest level of education completed by your parent/guardian 1
Select the relevant option for your parent/guardian 1

▼

What was the highest level of education completed by your parent/guardian 1?(Select one):

▼

Parent/Guardian 2 Education

Highest level of education completed by your parent/guardian 2
Select the relevant option for your parent/guardian 2

▼

What was the highest level of education completed by your parent/guardian 2?(Select one):

▼

Previous

Save for later

Save

Next

Parent/Guardian 1 Education

Highest level of education completed by your parent/guardian 1
Select the relevant option for your parent/guardian 1


Female ▼

What was the highest level of education completed by your parent/guardian 1?(S

Bachelor degree
Completed year 10 or equiv
Completed year 12 or equiv
Did not complete year 10
Did not complete year 12
Don't Know
Not a commencing student
Other post school qual
Postgraduate qualification

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'.

 **RMIT**
UNIVERSITY

Enrolment Online

> BACK TO MYRMIT

My checklist

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

Statistics

Enter or update answers to the statistical questions below. RMIT requires these details to comply with government requirements.

Answer all questions on each tab. Use the **Save** button to save your answers for a tab, then proceed to the next tab. If you have finished answering all the questions on each tab, go to the **Save data** tab to certify that the information is correct. If you have left any fields blank or there are any data errors, these will display on the **Data errors** tab.

RMITPersonalParents/
guardiansDisability**Prior education**

(a) Higher education postgraduate program of any type

(b) Higher education bachelor degree program

(c) Higher education sub-degree program

(d) Vocational education sub-degree program

(e) Vocational education award other than the above.

(f) Final year of secondary at a TAFE college

(g) Final year of secondary education at a high school, technical high school, secondary school or secondary college

(h) Other qualification

Completed

Bachelor degree studies

(b) Higher education bachelor degree program

Please indicate last enrolment year

Which of the following applies to this qualification?

☐ Australia ☒ Completed in another country

Post-Graduate students only - at which institution did you complete your undergraduate studies?

2013

Previous

Save for later

Save

Next

(a) Higher education postgraduate program of any type

(b) Higher education bachelor degree program

(c) Higher education sub-degree program

(d) Vocational education sub-degree program

(e) Vocational education award other than the above.

(f) Final year of secondary at a TAFE college

(g) Final year of secondary education at a high school, technical high school, secondary school or secondary college

(h) Other qualification

Commenced but not completed

Completed

Never commenced

- 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'


RMIT	Personal	Parents/ guardians	Disability	Prior education	Save data	Data errors
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John Smith

Certification statement

I, Gabriel Mittag, declare that to the best of my knowledge the information on this form is correct and complete.

☒ Please tick to certify and select **Save**. RMIT requires you to make this certification to comply with government reporting obligations.



 | Enrolment Online

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My checklist

Your administrative checklist is now complete

You must now add classes (courses, or units of study) to enrol.

Please add classes for all semesters of the academic year. If you do not wish to enrol in all semesters, you must submit an [Application for leave of absence](#) or [Cancellation of enrolment](#) form prior to the relevant census date. Failure to do so may result in the loss of your place.

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.

The screenshot shows the 'Enrolment' section of the RMIT system. At the top, there is a 'Back to select semester' button and a 'Help' icon. The main heading is 'Enrolment' followed by 'Add classes via class search'. Below this, a search instruction states: 'Search for classes by class number, course title and campus, or by keyword. Once the search results display, select the course/class you want to enrol in by ticking its Select box. To finalise your enrolment select the Add selected classes button.' There are two tabs: 'Add classes from program structure' and 'Class search', with the latter being selected. The search form includes fields for 'Academic Career' (set to 'Postgraduate'), '*Subject Area' (a dropdown menu), 'Catalogue Nbr', 'Course Title Keyword', and 'Class Number'. A 'Search' button is located at the bottom of the form.

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.

IMPORTANT!

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.

BUSM1281	Knowledge Management	1733	12.00	Business Management	City Campus	Face-to-Face	13 Mar 2015		<input type="checkbox"/>
BUSM4173	Information Project Management	2028	12.00	Business Management	City Campus	Face-to-Face	13 Mar 2015		<input type="checkbox"/>
BUSM4173	Information Project Management	2029	ONL	12.00	Business Management	City Campus	Internet	13 Mar 2015	



Click on the hyperlink to see more details on teaching periods :

Course Code	Campus	Career	School	Learning Mode	Teaching Period(s)
BUSM1269	City Campus	Postgraduate	325H Property, Constr & Proj Mgt	Face-to-Face	Sem 1 2006, Sem 1 2007, Sem 1 2008, Sem 1 2009, Sem 1 2010, Sem 1 2012, Sem 1 2013, Sem 1 2014, Sem 1 2016, Sem 2 2007, Sem 2 2008, Sem 2 2009, Sem 2 2010, Sem 2 2011, Sem 2 2012, Sem 2 2013, Sem 2 2014
BUSM4312	RMIT Intl University Vietnam	Postgraduate	325H Property, Constr & Proj Mgt	Face-to-Face	Viet1 2013, Viet2 2012

- 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.

BUSM1269	Introduction to Project Management	1715		12.00	Business Management	City Campus	Face-to-Face	13 Mar 2015		<input checked="" type="checkbox"/>
BUSM4173	Information Project Management	2029	ONL	12.00	Business Management	City Campus	Internet	13 Mar 2015		<input type="checkbox"/>
BUSM3327	Supply Chain Project Management	2064		12.00	Business Management	City Campus	Face-to-Face	13 Mar 2015		<input type="checkbox"/>
BUSM3330	Sports Management	2954	FF	12.00	Business Management	City Campus	Face-to-Face	13 Mar 2015		<input type="checkbox"/>
BUSM3229	Contemporary Issues in International Management	3985		12.00	Business Management	City Campus	Face-to-Face	13 Mar 2015		<input type="checkbox"/>

+ Last Date to Add Class Online

× Back to select semester

Enrolment

Add class

Class nbr	Class name	Processing result
1715	Introduction to Project Mgt	Successfully enrolled

OK

- 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.

Current class enrolments							
Course	Class nbr	Class section	Mode	Units of credit	* Census date	+ Last day to drop	Action
BUSM1269 - Introduction to Project Mgt	1715		Face-to-Face	12.00	31 Mar 2015	01 May 2015	

* 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.

Click below to end your session.

Your session number is **S347030614110000079**.
Please record this number for your records.

Exit EOL

Enrolment Summary

PGRD Semester 1 2015		Active in Program
Exchange Inbound Students PGRD		
Class Number	Course Title	Units of Credit
1715	Introduction to Project Mgt	12

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, you 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).

Course code	Course Name	Campus	Academic Level	Credit Points	School	Outcomes
MKTG1025	Marketing Principles	City Campus	Undergraduate	12	Economics, Finance & Marketing	Pre-approved
BAFI1075	International Finance	City Campus	Postgraduate	12	Economics, Finance & Marketing	Pre-approved

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.

Students

Higher education class timetables

› Current students › Admin essentials › Program and course information › Class timetables › Higher Education

Everything you need to know about class timetables for higher education programs.

› Read only class timetables

› Personalised class timetables

Class timetables

Higher Education

Personalised class timetables

Read only class timetables

STUDENT TIMETABLING SYSTEM

LOG IN NOW

TIMETABLING QUERY?
MYTIMETABLESUPPORT

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).

Student Timetabling System (STS)

Quick Guide
for Students

Semester 2 2016

College of Business students	8 am Wednesday 6 July 2016
College of Science, Engineering and Health students	8 am Thursday 7 July 2016
College of Design and Social Context students	8 am Friday 8 July 2016

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.