2008 Enrolment Online Guide
Step–by–step guide to online enrolment

https://enrol.rmit.edu.au

Introduction
This guide contains step–by–step instructions on how to complete your RMIT University enrolment using the Enrolment Online application located at https://enrol.rmit.edu.au

International students
Access to online enrolment will only be granted to commencing students who have paid their deposit and fulfilled all requirements for entry into the program.

Pre–enrolment checklist
Seek academic advice at your program information session, as listed in your offer or re–enrolment letter. If there is no program information session listed, please contact your school if you need more information.

To successfully enrol online you will need:

- Your offer or re-enrolment letter (listing your student number / application number and program code)
- Your Program Summary (outlining your program structure and courses you should select) available at www.rmit.edu.au/students/enrolment/programsummaries
- Your Tax File Number (Higher Education Commonwealth assistance applicants only)
- A pen and paper to record your session ID number.

Step–by–step guide to Enrolment Online

Hints & tips

System requirements
Internet Explorer 6.0 + for Windows environment is recommended. Note to Mac users: The preferred browsers to access Enrolment Online are Firefox, Opera and Internet Explorer 5.2+ for Macintosh. Use of Safari is not recommended.

1. How to login
Go to the Enrolment Online site at https://enrol.rmit.edu.au

On this page, you will see important messages about your enrolment, fees, Enrolment Online system availability and administrative reminders.

In the Login box, type in your Username and Password and press Return/Enter or select the Login button.

Help
Every screen has a Help icon in the top right–hand corner. Select the Help icon for instructions or further information.

cont.→
1. How to login cont.

Your username and password
To access RMIT University’s IT services, including email, you need to login to the network with a Novell Directory Services (NDS) username and password.

Username
This is your student number with some changes:
- Add an “S” at the start of the number. For example, if your student number is 3001234 then your username is S3001234
- If your student number ends with a letter, remove the letter. For example, 1234567D becomes S1234567

Password
Your initial NDS password is your date of birth in the format: YYYYMMDD For example, if you were born on 8 April 1980, your password is: 19800408

Changing your password
You must change your allocated password after your first login and establish a challenge question, in case you forget your password. For further information go to www.rmit.edu.au/its/password

Note:
Students are required to adhere to the policies and regulations governing the use and delivery of IT services at RMIT University. This includes taking responsibility for keeping your password secure. For guidance regarding your rights and responsibilities, please visit www.rmit.edu.au/its/rules

2. Welcome

After logging in you will see the Welcome Page. Make a note of the Session ID number that appears in the top right of the screen each time you login. This unique identifier is an important reference if you require assistance.

You will see a message alerting you to outstanding Enrolment Checklist/s. Click on the Checklist button to access the Enrolment Checklist.
3. Enrolment Checklist

The Enrolment Checklist must be completed in sequence for your enrolment to be successfully processed.

Click on the Start button in the Action column to commence the Checklist. **Click on each tab to complete Steps 1 to 8 (as below)** until the Checklist is no longer outstanding. If you have more than one outstanding Checklist, ensure that you complete all Checklists.

### Step 1  Privacy and Responsibilities

This page lists the official Privacy Statement and RMIT Statement of Student Responsibilities.

Carefully read both statements to understand your responsibilities as a student of RMIT University.

When you click the I Agree button, you are agreeing to all requirements listed in the RMIT Statement of Student Responsibilities. You are also acknowledging that RMIT University reserves the right to cancel or amend your enrolment if you do not adhere to these requirements.

### Step 2  Verify Academic Programs

This page lists the program/s for which you have received an offer, or your current program/s for re-enrolment. If this information is inaccurate, you are unable to proceed with your enrolment. Please telephone the Student Administration Support Line on (03) 9925 8980 for assistance.

If the information is correct, click the Correct button.

### Step 3  View Personal Information

This page lists your name, date of birth, gender, citizenship and residency. If this information is inaccurate or incomplete, please update this as soon as possible (see below). In the mean time you may proceed with your enrolment.

**Note:**
You cannot use Enrolment Online to change your name, citizenship and residency, gender or date of birth. To change any of these details, you must complete the relevant Change of Personal Information or Change of Citizenship/Immigration Status form available at The Hub or at [www.rmit.edu.au/students/forms](http://www.rmit.edu.au/students/forms) to ensure your details are recorded accurately.

Click the Yes button.

### Step 4  Maintain Addresses

This page lists your current address/es. The University will use these addresses, particularly your mailing address, to send you important information.

Select the Update button to amend one or more addresses, or click the Add button if you wish to add a new address.

For instance, you could add business and workplace addresses and an Australian residence address (required for onshore international students). If you make any changes, click the Save button. Click the Continue button.
Step 5  Maintain Phone Numbers

This page lists your current telephone numbers. Check the details and update/add as you did in Step 4.

Click the **Continue** button.

Step 6  Verify Email

This page lists your authorised RMIT student email address. As agreed in the RMIT Statement of Student Responsibilities it is essential that you regularly (at least weekly) check your RMIT email account at [www.studentemail.rmit.edu.au](http://www.studentemail.rmit.edu.au) for official communications about the administration of your program. This may include important information and announcements about your enrolment, census dates, fees, administrative deadlines etc.

Click the **Continue** button.

Step 7  Maintain Emergency Contacts

On this page you are required to provide the details of at least one close relative or friend in case of an emergency.

It is critical that this information is accurate. Check the details and update/add as you did in Step 4. Your first entry should be your preferred Primary Contact – please ensure you tick the Primary Contact box at the bottom of the Add Emergency Contact screen. When all details are correct, click the **Continue** button.

Step 8  Statistics

RMIT is required to collect the statistical information on this page to comply with reporting obligations for the Department of Education, Science and Training (DEST), the Victorian Department of Education and Training and other government bodies.

**PLEASE ANSWER ALL QUESTIONS**

If any of the supplied information is incorrect, please amend it.

<table>
<thead>
<tr>
<th>Personal Details</th>
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</thead>
<tbody>
<tr>
<td>In what country is your permanent home residence?</td>
<td>Australia</td>
</tr>
<tr>
<td>In what country is your residence during this term?</td>
<td>Australia</td>
</tr>
<tr>
<td>If your Home Country is Australia, please indicate your postcode:</td>
<td>3000</td>
</tr>
<tr>
<td>If your country of residence during semester is Australia, please indicate your postcode:</td>
<td>3000</td>
</tr>
</tbody>
</table>

If responses to the following questions are greyed out and do not accurately reflect your status, please visit the Hub or contact the Student Centre Helpline on 03 9925 8880 between 8:30am – 5pm Monday to Friday.

Are you of Indigenous Australian or Torres Strait Islander origin? Yes/No/Undeclared

In which country were you born? Australia

If you were not born in Australia, in what year did you first arrive? Australia

Do you speak a language other than English at home? English

When you have answered each question make sure you **click the checkbox in the Certification Statement section**, then select **Save**. If you need to change any of your answers, select **Update**, amend your response, then select **Save**.

Select **Continue** when finished.

Completion of the Checklist does not complete your enrolment. You must continue and select your courses for Semester 1 and 2 (all terms) to secure a place in your program and avoid the late re-enrolment fee (Higher Education only).

When you have completed all steps in the Checklist, you will see the ‘Enrolment Message’. This contains further information about how to proceed with your enrolment. Carefully read the message then click **Continue**.
Cancellation of Enrolment

If you do not intend to enrol, it is your responsibility to:

**Local Students**
- submit an Application to Defer form (commencing students)
- or
- submit a Leave of Absence form (re-enrolling students)
- or
- submit a Cancellation of Enrolment form (students wishing to discontinue study).

**International students**
- submit a Cancellation of Enrolment form (students wishing to discontinue study).

**Note:**
You may be charged an administrative fee for cancelling your enrolment. For further details, please refer to the refund policy located at [www.rmit.edu.au/fs/schedules](http://www.rmit.edu.au/fs/schedules).

Forms are available at the Hub on your campus or online at [www.rmit.edu.au/students/forms](http://www.rmit.edu.au/students/forms). They must be received and stamped prior to the relevant census date in each semester to avoid financial and/or academic penalties.

4. Enrolment

You are now ready to select and enrol in courses for your study program.

If you have not yet enrolled in at least one course per semester, a “Not Enrolled” banner will scroll across the screen. This banner will disappear once you have enrolled in Semester 1 and Semester 2 (all terms). Most students are required to enrol in Semester 1 and 2 in a given year. But if this does not apply to you or your program, please ignore this banner.

**Reminders:**
- Be careful to select your campus or delivery mode i.e. on/off campus
- Make sure you satisfy any academic prerequisites or eligibility criteria before enrolling in a course
- You are responsible for adhering to your program structure and following academic advice (where appropriate).

**Note:**
You are required to adhere to the academic advice and program structure with which you have been provided. For more information, contact your school or refer to your Program Summary at [www.rmit.edu.au/students/enrolment/programsummaries](http://www.rmit.edu.au/students/enrolment/programsummaries).

**Note: Higher Education forms**
At this point, some Higher Education students will be required to complete the Commonwealth Higher Education Student Support Number (CHESSN) form and electronic Commonwealth Assistance form (eCAF). Please refer to section 4.1.1 and 4.1.2 in this guide for details.
Enrolment screen

The Enrolment summary screen shows your program and the terms/semesters you should enrol in (e.g. most students are required to enrol in Semester 1 and 2 courses in a given year).

Select the term/semester you would like to enrol in and click Continue. You will see the Enrolment screen.

There are four tabs across the top of the Enrolment screen:

- **Enrolment** – This tab displays your current enrolment details (the details will only be visible after you have enrolled in course/s).
- **Request Pending** – This tab displays your course selections (courses you have selected, but you have not yet enrolled in). You may add or remove courses in this tab.
- **Program** – This tab displays a list of the required courses for your program. Select the courses that you would like to enrol in from this list. These course selections will then appear in the Request Pending tab, ready to be submitted for enrolment.
- **Class Search** (Higher Education students only) – This feature allows Higher Education students to search for an elective that is outside of their program or offered by another school/portfolio. This tab will not be visible to TAFE students.

You can move between these tabs in any sequence during the enrolment process.

Click the **Program tab** to continue.

Program screen

The Program screen shows your program structure.

Select the relevant option (e.g. Year One of Program). Click on **Show** to view the available courses within that year and semester.
This screen lists the course details such as Units of Credit, Location (campus), CAT No. (Catalogue Number) and Mode (e.g. Face-to-Face/Internet).

Click on the course name to view further details about that course.

Select the course you want to enrol in, by clicking the box in the Add column. You will see a tick appear in that box.

When you have selected all courses, click the Add button, to save your selection into the Request Pending tab.

You will then be taken to the Request Pending screen.

**Request Pending screen**

The Request Pending screen shows your course selections. If no courses are visible on this screen or to add more courses, click on the Program tab at the top of this screen to continue.

To remove a selected course, click the box under the Action column, then click Remove Class.

You can also add courses by entering the relevant class number (refer to your Program Summary for details) in the Add Class Number box. Click the Add button next to the box, to add the course to your selection.

When you are happy with your course selections, click Submit Enrolment. You will then be taken to the Enrolment screen.
Enrolment screen

This screen displays the courses in your current enrolment.

You can click the Drop button next to each course, if you would like to drop that course. If you would like to select more courses, you can go to the Program tab and select courses as you did before.

**Note:**

You cannot cancel your enrolment or drop your last course via Enrolment Online, please see section ‘10. Vary your enrolment’ for more information.

Click the Change Semester button, to continue with course selections for the next term/semester in your program.

Once you have submitted this information your enrolment will be complete for that term/semester, and the Checklist option will no longer be available.

Class Search option (Higher Education students only)

Higher Education students have the option to use the Class Search function to add courses.

To search for classes, click the Class Search tab at the top of the screen.

This function allows you to search for a course using various criteria, including class number, course title and campus. You may also search by keyword.

For example, if you want to enrol in an Accounting course but you can’t remember the course name or course code, you can search for the course by choosing “ACCT – Accounting” from the Subject Area drop-down list or by entering a keyword, such as “Accounting”, in the Course Title space.

Click Search to find your course options.

When you have located the course you would like to enrol in, click Select to the right of the course details. This will add the course to your selection in the Request Pending tab.

You will be taken to the Request Pending screen. You will see the class number appear in the Add Class Number box. Click the Add button.

Continue to add and drop courses until you have enrolled in all your courses for Semester 1. When you have completed your course selections, click Submit Enrolment. Your enrolment details will appear on the Enrolment screen.

Click on the Change Semester button to select the next term/semester and add courses using the same process.

Once you have submitted this information your enrolment will be complete for that term/semester, and the Checklist option will no longer be available.
## TAFE course selection

The information contained within this section only applies to TAFE students.

The procedure for selecting courses for TAFE students differs slightly from the procedure for Higher Education course selection. TAFE enrolment provides further options regarding compulsory and non-compulsory course selection and class group/section selection. If you do not know whether your program has specific groups/sections, please contact your RMIT school.

A separate step-by-step guide, **TAFE enrolment guide – selecting your class group**, providing instruction on course and class selection can be found online at [www.rmit.edu.au/students/enrolment/process](http://www.rmit.edu.au/students/enrolment/process). The TAFE enrolment guide is to be used in conjunction with the 2008 Enrolment Online Guide.

You have completed your enrolment when you are satisfied with the courses that appear on the Enrolment screen. Refer to section ‘10. Vary your enrolment’ for information on how to make amendments after enrolment.

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### 4.1 Higher Education forms

The information in this section only applies to some Higher Education students. The relevant forms will automatically appear at the start of the Enrolment process, if you are required to complete them.

#### 4.1.1 CHESSN

RMIT is required to collect information through this form to allocate a CHESSN (Commonwealth Higher Education Student Support Number) to students who have a Commonwealth Supported Place (CSP) or are seeking Commonwealth assistance.

The CHESSN is used by RMIT and the Australian Government to calculate and monitor your:

- Student Learning Entitlement (SLE)
- Higher Education Loan Program (HELP) assistance
- Commonwealth Learning Scholarship.

The form will appear on the screen if you are required to complete it. You will see a form with a list of questions to answer. When you have answered all questions, click **Save**.

#### 4.1.2 eCAF (Request for Commonwealth support and HECS–HELP)

If you hold a Commonwealth Supported Place, you will be required to complete an eCAF (electronic Commonwealth Assistance Form).

This form is a legal document and it requires you to declare that you are aware of your obligations as a Commonwealth supported student. For eligible students, this form also allows you to indicate your preferred payment option for your student contribution, for example full up-front payment or HECS–HELP loan for all or part of your student contribution.

You will see a form with a list of questions to answer. When you have answered all questions, click **Save**.

#### 4.1.3 eCAF (Request for FEE–HELP assistance)

If you hold a domestic full fee place and meet the eligibility criteria, you may choose to obtain Commonwealth assistance through a FEE–HELP loan for all or part of your tuition fees. If you are eligible for FEE–HELP assistance and would like to obtain a loan, you will be required to complete an eCAF (electronic Request for FEE–HELP assistance form). This form is a legal document that requires you to declare that you are aware of your legal obligation to the Commonwealth in relation to the repayment of your FEE–HELP debt.

This form will appear on the screen for eligible students. You will see a form with a list of questions to answer. When you have answered all questions applicable to you, click **Save**.

When you have completed the eCAF and/or CHESSN forms, you can continue with your enrolment as detailed in section ‘4. Enrolment’.

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**Note:**

- If you are an international student, you do not need to complete this section.
- If you are not enrolling in a Higher Education Commonwealth Supported Place, you will not see this screen and are not required to complete this section. Please go to step 4.1.3 to complete your enrolment.
- If you do not want FEE–HELP assistance, proceed with your enrolment as detailed in section ‘4. Enrolment’.

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**RMIT University**

Celebrating 120 years
5. Confirmation of Enrolment

You can print a statement of your enrolment at any time by selecting the print icon on the Enrolment page.

If you require an official Confirmation of Enrolment (CoE) document, e.g. for Centrelink requirements, you can now download this document. Click on the appropriate menu item on the left hand side of the screen in Enrolment Online to access your CoE.

Note:
Any changes to your enrolment will be captured in the system overnight. An updated CoE will be available online the next day. Transactions that occur via hard copy forms will also appear on the online CoE, but you will need to allow approximately five business days for the form to be processed before these transactions appear.

For details, refer to the web site at www.rmit.edu.au/students/enrolment/view

6. Logging out of Enrolment Online

If you have completed your enrolment, you can exit Enrolment Online by selecting Logout on the top right of the screen.

Your Session ID number is displayed once again for your reference, with a summary of your enrolment. Please review your enrolment details and print this page for your records.

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<table>
<thead>
<tr>
<th>Enrolment Summary</th>
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<tbody>
<tr>
<td><strong>UGRD Semester 2 2007</strong></td>
</tr>
<tr>
<td><strong>B Bus (Accountancy)</strong></td>
</tr>
<tr>
<td><strong>Enrolled</strong></td>
</tr>
<tr>
<td><strong>Class No.</strong></td>
</tr>
<tr>
<td>3415</td>
</tr>
<tr>
<td>3957</td>
</tr>
<tr>
<td>2434</td>
</tr>
</tbody>
</table>

| **UGRD Semester 1 2008** |
| **B Bus (Accountancy)** |
| **Enrolled** |
| **Class No.** | **Course Title** | **Units of Credit** |
| 1005 | Accounting Theory | 12 |
| 1006 | Ethical Issues In Accountancy | 12 |

| **UGRD Semester 2 2008** |
| **B Bus (Accountancy)** |
| **Not Enrolled** |
7. Confirmation of identity/citizenship

If you are a commencing (new) Higher Education student, you are required to submit proof of identity/citizenship to the Hub on campus, by the relevant census date in your first semester (refer to ‘Important Dates’ in your Welcome and Enrolment publication or your RMIT Student Diary).

Australian citizens should provide a certified copy of their birth certificate, Australian citizenship certificate or passport. Permanent residents/New Zealand citizens should provide certified copies of their passport and visa label.

International Students should provide their passport and student visa.

Note:
Failure to provide a certified copy of this information by the census date may result in the loss of your place, and make you ineligible for a HELP loan (HECS–HELP, FEE–HELP, OS–HELP) or Commonwealth learning scholarship.

8. View your class timetable

The online Student Timetabling System (STS) enables students to access and construct a personal timetable.

The STS is currently available to Higher Education and some TAFE students, based at the City, Bundoora and Brunswick campuses.

The STS allows you to view the available options and select preferred class/es, lectures, tutorials etc.

For further information about STS and for updates on the release dates of the final class timetables, please go to www.rmit.edu.au/students/sts

9. Collect/update your Student Card and Student Diary

The final stage of your enrolment is to present your Confirmation of Enrolment statement at the Hub on your campus to receive or update your RMIT Student Card and receive a copy of your 2008 Student Diary. The Student Card is an important form of identification that must be produced to use Library facilities, computer labs and when attending examinations.

The 2008 Student Diary contains important information for students about RMIT’s facilities and services, your rights and responsibilities, key dates and much more. It is a valuable reference for use throughout the year.

Note:
Distance education students may obtain their Student Card by post. To find out more go to www.rmit.edu.au/students/aboutthehub/cards

10. Vary your enrolment

If you wish to amend your enrolment you can use the Add or Drop functions up until the relevant cut off date for adding and/or dropping courses in each semester.

Refer to ‘Important Dates’ in the Student Diary for the last dates to add and drop classes, or on the web site at www.rmit.edu.au/students/importantdates

Check with your RMIT school to confirm the census dates for non-standard TAFE courses and Summer and Spring courses. The census dates may vary depending on your commencement date.

Note:
If you wish to cancel your enrolment, you must do so prior to the relevant census date in each semester or you will remain liable for the fees for that semester, even if you do not wish to continue with your studies. To cancel your enrolment you need to complete a Cancellation of Enrolment form available at www.rmit.edu.au/students/forms and lodge it at the Hub prior to the relevant census date.
11. Fee payment

In each semester you will receive a tax invoice for tuition fees depending on your academic activity and any other fees or charges to which you have agreed. Invoices are also issued via the Enrolment Online and a notification email is sent to your RMIT email account. You are required to check your invoice details carefully and pay all fees and charges by the due date indicated on your invoice. You should refer to your tax invoice for payment options.

Please make sure that you allow processing time for electronic payments. You should allow at least three business days prior to the invoice due date for electronic payments to clear.

Important:
If payment is not made by the due date on your invoice you may incur a $100 late payment fee, put your enrolment at risk and result in restricted access to the full range of University services. Once imposed, late payment fees cannot be cancelled and must be paid. If payment is not received, RMIT University reserves the right to provide student details to an external agent for the purpose of collecting any debts. Any additional costs associated with this process are payable by the student.

For more information about RMIT fees and charges go to www.rmit.edu.au/programs/fees

More information

If you require assistance using Enrolment Online or have a general query about your enrolment, please refer to the following help options.

**Online help**

Every screen has help available via the “question mark” icon at the top of each page. Frequently Asked Questions are also available via this icon on the Welcome page.

**Student Administration Support Line**

For general enquiries regarding your enrolment or using Enrolment Online you can call:

Tel: (03) 9925 8980

Hours: 8.30 am – 5.00 pm, Monday to Friday

**The Hub**

For general enquiries and assistance regarding your enrolment or using Enrolment Online including password re-sets you can go to the Hub on your campus. Refer to www.rmit.edu.au/students/aboutthehub/locations for the Hub locations.

**Technical queries only:**

**IT Helpdesk**

Contact the IT Helpdesk if you are experiencing technical/system difficulties.

Tel: (03) 9925 8888

Email: helpdesk@rmit.edu.au

Hours:
8.00 am – 8.00 pm, Monday to Friday and
8.30am – 4.30pm, Saturday (during semester)

Helpful links

- **RMIT Current Students web site**
  www.rmit.edu.au/students

- **RMIT Enrolment**
  www.rmit.edu.au/students/enrolment

- **Student Fees and Charges**
  www.rmit.edu.au/programs/fees

- **RMIT Campus Maps**
  www.rmit.edu.au/maps

- **RMIT Student Forms**
  www.rmit.edu.au/students/forms

- **The Hub**
  www.rmit.edu.au/students/aboutthehub

- **IT Services for Students**
  www.rmit.edu.au/its/student

- **Program Summaries for Enrolment Online**
  www.rmit.edu.au/students/enrolment/programsummaries

Disclaimer:

This guide was prepared in September 2007 by the Academic Registrar’s Office and the information was correct at the time of publication. As details contained in this guide may change, students should regularly visit www.rmit.edu.au/students/enrolment for any updates.

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