

Check your enrolment details

You are responsible for ensuring your enrolment is correct. After you enrol, please check your Confirmation of Enrolment (CoE) carefully. If you are not sure whether you are enrolled in the correct classes, check with your school.

View your enrolment details via Enrolment Online by logging in to myRMIT at www.rmit.edu.au/myrmit.

Vary your enrolment

If you enrolled online and wish to amend your enrolment you can use Enrolment Online to add or drop the relevant classes. If you were required to complete a paper-based enrolment you can vary your enrolment using an *Enrolment variation* form available at RMIT Connect and at www.rmit.edu.au/students/forms.

If you wish to drop a class, you must do so by the census date to avoid financial penalties. Vocational education census dates are available at www.rmit.edu.au/students/vocational-census-dates.

Cancel your enrolment

If you wish to cancel your enrolment, it is your responsibility to inform RMIT in writing before your census date. You must either complete the *Cancellation of enrolment* form or write a letter stating that you wish to cancel your enrolment and lodge the form (or letter) at RMIT Connect before the relevant census date, otherwise you will remain liable for tuition fees.

Vocational education census dates are available at www.rmit.edu.au/students/vocational-census-dates.

Update your personal details

You can change your address and telephone details online via myRMIT (select the *myDetails* tab).

If you fail to keep your address details up-to-date you will not receive important information relating to your enrolment, results, fees and graduation.

Please note that you cannot change your name, date of birth, gender, citizenship or residency status online.

For more information about how to update or correct personal details visit www.rmit.edu.au/students/enrolment/personaldetails.

Check your announcements and student email twice a week

When you enrol you agree in the *Statement of student responsibilities* to log in to myRMIT at least twice a week to check your announcements and your RMIT student email account for any important communications from the University. RMIT will use announcements and your RMIT student email account for official communications from the University so it's important to log in regularly to keep up-to-date.

These announcements and emails contain important information about your program and student administration including census dates, results, enrolment and fees.

Access your announcements and email via myRMIT at www.rmit.edu.au/myrmit.

Read the full *Statement of student responsibilities* at www.rmit.edu.au/students/responsibilities/statement.

More information

Information about student administration is available at www.rmit.edu.au/students/administration.

Queries

For general enquiries regarding your enrolment or student administration, visit RMIT Connect or call tel. +61 3 9925 5000 during business hours.

Disclaimer

Every effort has been made to ensure the information in this publication is accurate and current at the date of printing. For the most up-to-date information, please refer to the RMIT University website. Prepared October 2015 by the Academic Registrar's Group. RMIT University Provider Code: 00122A

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How to Read Your Confirmation of Enrolment

October 2015

How to Read Your Confirmation of Enrolment

Vocational Education Students

CONFIRMATION OF ENROLMENT 20YY

This statement confirms your program and course enrolments for 20YY.
Please read this statement carefully.
It is your responsibility to ensure your enrolment details are correct.

Student Name: Sam Sample
Student ID: 1234567Q
Account Number: 1111111111

TAFE First Half 20YY
CAREER: TAFE
PROGRAM: C4209 Certificate IV in Dental Assisting
CAMPUS: AUSCY City Campus
MODE OF ATTENDANCE: 1 Internal Mode of Attendance
FUND SOURCE: 01 VE Government Subsidised - VIC (P Profile)

LOAD: 0 No Load Calculated
PROGRAM: 00 Not Set

Your Student ID is your student number.

The broad category of your level of study.

Refer to right for a list of campus codes.

Refer to right for a list of attendance modes.

Internal RMIT administrative term to describe how your place is funded.

Campus*	Definition
AUSCY	City campus
AUSBU	Bundoora campus
AUSBR	Brunswick campus

Mode of attendance	Definition
1 Internal mode of attendance	Face-to-face/online/workplace delivery
2 External mode of attendance	Distance education/correspondence
3 Mixed mode of attendance	Internal and external attendance modes

COURSE	TITLE	START DT	END DT	SECTION	CLASS ID	CAMPUS	MODE	CENSUS DT	UNITS
DENT5273C	Apply the principles of the radiation biology and protection in dental practice	DD/MM/20YY	DD/MM/20YY	R7	9096	AUSCY	FacetoFace	31/03/20YY	110
DENT5274C	Prepare to expose a prescribed dental radiographic image	DD/MM/20YY	DD/MM/20YY	R7	9097	AUSCY	FacetoFace	30/05/20YY	80
DENT5275C	Produce a dental radiographic image	DD/MM/20YY	DD/MM/20YY	R7	9098	AUSCY	FacetoFace	30/04/20YY	90
EMPL5909C	Work effectively with culturally diverse clients and co-workers	DD/MM/20YY	DD/MM/20YY	R7	9102	AUSCY	FacetoFace	31/07/20YY	20
OHTH5652C	Communicate with clients and colleagues to support health care	DD/MM/20YY	DD/MM/20YY	R7	9091	AUSCY	FacetoFace	31/07/20YY	20
TERM TOTALS									320

Units = Student contact hours per course.

Census date = the date by which important actions must be completed. Each Vocational Education class has its own census date**.

Mode = the way in which you undertake study for each class.

Class ID = class number in which you are enrolled.

Section = student grouping within a program (if applicable for your program).

Start DT and End DT = the scheduled start and end date for your course.
Please note: this is subject to change.

* Please visit RMIT Connect or call tel. +61 3 9925 5000 if you wish to confirm a campus that does not appear on the above list.

**For a full list of actions required by the census date, go to www.rmit.edu.au/students/importantdates.