

2006  
Re-enrolment  
Guide

Enrolment Online



# Welcome to enrolment online for the 2006 academic year

This guide has been prepared to assist you with the enrolment online process. Please carefully read the entire brochure prior to re-enrolment and keep it handy when you log on. We anticipate it will take a full-time student approximately 20 – 30 minutes to enrol online.

# Information to assist your re-enrolment

## Student responsibilities

Before you re-enrol online, it is essential you read and understand the structure of your program of study.

The enclosed '2006 Enrolment Online Summary of Program Information' specifies the requirements you need to satisfy each year in order to complete your program and graduate.

You are required to ensure the information you provide when re-enrolling is accurate. This is particularly important with respect to your mailing address. If you do not provide and maintain accurate addresses, you risk missing important information related to your studies, your progress, results, fees, and for international students, essential visa information etc.

E-mail is the university's primary communication tool to keep you up-to-date with news and events at RMIT. All RMIT students are provided with a free e-mail account which you are expected to check regularly. Additional information about the Student E-mail System is located at: [www.student.rmit.edu.au](http://www.student.rmit.edu.au)

## Re-enrolment deadlines

The enrolment online system will be open from **17 October to 23 December 2005**. You should re-enrol as early as possible to secure a 2006 place in your program. If you have not yet received your semester 2 results, you should proceed as though you have passed all courses. Once you have your results, you can amend your enrolment (if necessary) by adding or dropping courses (refer p.13).

If you do not re-enrol before 23 December you risk losing your place. In addition, you will need to seek permission from your school to re-enrol, and you will incur a late re-enrolment fee.

### Late re-enrolment fee

If you fail to adhere to the university's re-enrolment deadlines you will be liable for a late re-enrolment fee of \$175 (subject to receiving permission from your school to re-enrol).

## Results

Semester 2, 2005 results are available online from Monday 28 November 2005 at:

[www.rmit.edu.au/students/results](http://www.rmit.edu.au/students/results) or through the enrolment online website via the Academic History on the Student menu.

*Please note: As results are published online, RMIT does not send official transcripts of results at the end of each semester.*

- **TAFE, preparatory and VCE** students are sent a transcript at the end of each year. Final award transcripts are also issued to TAFE students upon completion of their program.
- **Undergraduate, postgraduate by coursework and research** students receive a final award transcript on completion of their program.

You can, however, obtain a free unofficial transcript from the Hub at any time. Students requiring an additional official transcript for employment purposes, or for application to another university, may purchase one from the Hub for \$12.

## Student Electives (Undergraduate Students)

Your 2006 program plan may require you to undertake Student Electives. You can access the Student Elective website at:

[www.rmit.edu.au/students/studentelectives](http://www.rmit.edu.au/students/studentelectives)

## Helpful Information

### Recognition of Prior Learning/credit transfer (exemptions)

The relevant credit transfer/RPL forms may be downloaded at:

[www.rmit.edu.au/student-records/studentforms](http://www.rmit.edu.au/student-records/studentforms)  
Please contact your School or refer to your Student Diary if you require more information.

Applications for Recognition of Prior Learning or credit transfer, and the supporting documentation, should be submitted to your school during the re-enrolment period.

## Services for students

RMIT provides a variety of services to help students achieve their academic, personal, and career goals.

These include:

- The Hub—to access services, obtain advice and information about university life
- International Student Information and Support (ISIS)
- Scholarships Office

Please refer to the RMIT Student Diary for more information or visit the Student Services Group website at:

**[www.rmit.edu.au/ssg](http://www.rmit.edu.au/ssg)**

If you require **emergency** assistance **after hours** (5.30 pm – 8.30 am, Monday – Friday, 24 hours on weekends and public holidays) please telephone (03) 9925 3999.

## Centrelink eligibility and student load (local students only)

Students receiving government benefits and payments have their enrolment load checked regularly by Centrelink to verify eligibility. If you currently receive benefits and have reduced your study load, please contact Centrelink to confirm your ongoing entitlements.

## International student reminders

International students must maintain their enrolment in accordance with the ESOS Act. You are required to:

- Maintain a valid visa;
- Provide formal advice to RMIT if your spouse or children join you in Australia;
- Provide your current residential and mailing address to RMIT.

In addition, your visa conditions require you to:

- Remain enrolled full-time in a registered program (a standard full-time HE program is 48 credit points per semester);

- Maintain satisfactory academic results;
- Attend 80% of the scheduled contact hours for each semester, or 80% of the program hours where a program may be shorter than a semester for TAFE;
- Maintain health cover.

Note: International students are not permitted to enrol in courses delivered fully online unless they are undertaken in addition to a standard full-time load.

International students with visa or enrolment queries should contact the Hub.

## Change of personal and academic details

The following changes to your record can only be submitted on the appropriate form and must be lodged at the Hub:

- Change of Personal Information (change of name only — other changes may be submitted online, refer to page 11 of this brochure)
- Leave of Absence
- Cancellation of Enrolment

These forms can be downloaded at:

**[www.rmit.edu.au/student-records/studentforms](http://www.rmit.edu.au/student-records/studentforms)** or collected from the Hub.

Remember: Enrolment changes may carry financial and/or academic implications depending on the date the change is lodged.

## Change of citizenship/immigration status

If your citizenship/immigration status has changed, you must submit a Change of Citizenship/Immigration Status form to the Hub, and provide documentary evidence of the change.

This form can be downloaded at:

**[www.rmit.edu.au/student-records/studentforms](http://www.rmit.edu.au/student-records/studentforms)** or collected from the Hub.

## Fees and charges

All re-enrolling students will receive a tax invoice in early 2006 for tuition fees, and other compulsory fees depending on current draft legislation regarding Voluntary Student Unionism.

Further information about tuition, material and administrative fees is available at:

**[www.rmit.edu.au/programs/fees](http://www.rmit.edu.au/programs/fees)**

## Payment of Fees

You are required to pay all fees and charges by the due date indicated on your invoice. RMIT aims to give all students 30 days to make payment. You should refer to the reverse of your tax invoice for payment options.

Please note you may incur a late fee of \$100 if payment is received after the due date on your invoice. Once imposed, late fees are not refundable.

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.

## Sponsored students

Students who are sponsored by employers or funded by third parties may wish to have the invoice issued directly to the sponsor. To enable the university to print and issue invoices to sponsors, students should complete the 'Sponsored Student' form available at:

**[www.rmit.edu.au/student-records/studentforms](http://www.rmit.edu.au/student-records/studentforms)**

*Please note: You need to submit a new form to the Hub each year when you re-enrol.*

## Local fee paying students

Local fee paying students who require financial support to complete their program may be eligible to apply for the Commonwealth Government's FEE-HELP scheme. Students must complete a Request for FEE-HELP Assistance form prior to the relevant census date as applications cannot be submitted after this date. Application forms are available from the Hub.

## Outstanding debts

You are not permitted to re-enrol if you have an outstanding debt to the university. Please clear all debts prior to logging on to re-enrol. If paying via the web, allow 48 hours for the debt to be cleared from your account before attempting to re-enrol online.

**You are now ready  
to complete your  
enrolment online.**

## A guide to enrolment online

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Please remember you cannot access enrolment online if you have an outstanding debt to the university.

**If you require assistance at any stage of your re-enrolment, please refer to the following help options:**

- **Online Help**  
Every screen has Online Help available via the “question mark” at the top of each page. This should be the first place you refer to for help.
- **Enrolment Online Website**  
If you need more detailed instructions, you can download **A Guide to enrolment online** at: [www.rmit.edu.au/academic-registrar/enrolment\\_online](http://www.rmit.edu.au/academic-registrar/enrolment_online)
- **FAQs (Frequently Asked Questions)**  
Use the menu option to check and see if someone else has asked a similar question.
- **ITS Helpdesk**  
Contact the ITS Helpdesk if you are experiencing login difficulties.  
Tel. (03) 9925 8888 (8.00 am – 6.00 pm)  
E-mail: [helpdesk@rmit.edu.au](mailto:helpdesk@rmit.edu.au)
- **Student Centre Helpline**  
Call the Student Centre Helpline if you have any general queries about using enrolment online.  
Tel. (03) 9925 8880 (8.30 am – 5.00 pm)
- **The Hub**  
If you’re re-enrolling on campus you can also visit the Hub for assistance.

### 1. Login

- Visit the enrolment online site at: [www.enrol.rmit.edu.au](http://www.enrol.rmit.edu.au)
- In the Login box, type your Username and Password and press **Return/Enter** or click the **Login** button.

#### Your Username and Password

To access RMIT University’s IT services, including e-mail, you need to log in to the network with a Novell Directory Services (NDS) username and password.

#### Username

This is your student number with some changes:

1. Add an “S” to the start of the number.
2. If your student number ends with a letter, remove the letter.

If your student number is in the format **1234567D**, your username is: **S1234567**.

If your student number is in the format **3001234**, your username is **S3001234**.

#### Password

Your initial NDS password is your date of birth in the format: YYYYMMDD.

For example, if you were born on **8 April 1972**, your password is: **19720408**.

#### Changing your password

You must change your allocated password after your first login, and establish a challenge question in case you forget your password. Further information is available at: [www.rmit.edu.au/its/password](http://www.rmit.edu.au/its/password)

**Note:** Students are expected 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](http://www.rmit.edu.au/its/rules)

## 2. Welcome

- After logging in you will see the **Welcome Page**.
- Make a note of the **session number** that appears in the top right of the screen each time you log in. This unique identifier is an important reference should you require assistance.
- Click on the **View 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.
- The progress bar indicates the steps you have finished or are yet to complete, by changing from red to blue.

### Step 1 – RMIT Privacy Statement and Statement of Student Responsibilities

- a) Carefully read both statements to understand your responsibilities as a student of RMIT University. When you click the **I Agree** button, you acknowledge that RMIT University reserves the right to cancel or amend your enrolment if you do not adhere to the requirements listed in the Student Responsibilities Statement.
- b) Click the **I Agree** button to proceed with your enrolment.

### Step 2 – Academic Program details

- a) This page lists the program/s in which you are currently active. If this information is inaccurate/incomplete, please telephone (03) 9925 8880 for assistance.
- b) If the information is correct, click the **Correct** button.

### Step 3 – Personal Information

- a) This page lists your name, date of birth, gender, citizenship and residency. If this information is inaccurate/incomplete, you may proceed with your enrolment, however please complete the relevant form (refer page 5) as soon as possible to ensure your details are recorded accurately.
- b) To proceed with your enrolment, click the **Yes** button.

### Step 4 – Address Information

- a) This page lists your current addresses.
- b) Select the **Update** button to amend one or more addresses, or click the **Add** button if you wish to add a new address.
- c) If you make any changes, click the **Save** button.
- d) Click the **Continue** button.

### Step 5 – Telephone Information

- a) This page lists your current telephone numbers utilised by the university.
- b) Check the details and update/add as you did in step 4.
- c) Click the **Continue** button.

### Step 6 – E-mail Address

- a) This page lists your authorised RMIT e-mail address.  
It is essential you regularly check your RMIT e-mail account at: **www.student.rmit.edu.au**
- b) Click the **Continue** button.

### Step 7 – Emergency Contact Information

- a) This page lists your Emergency Contact information.
- b) Check the details and update/add as you did in Steps 4 and 5. It is essential this information is accurate.
- c) Click the **Continue** button.

### Step 8—Statistical Details

- a) RMIT is required to collect the information on this page to comply with government reporting obligations.
- b) Select **Update** to answer the questions and select **Continue** when finished.

### Step 9—Enrolling for Semesters 1 and 2

- a) This page opens to the RMIT University **Enrolment message**.
- b) Carefully read the message then click on **Finish**.

**Note:** If you do not plan on re-enrolling in semester 1 or 2 in 2006, it is your responsibility to seek a leave of absence or submit a Cancellation of Enrolment form (refer page 5), prior to the relevant census date.

## 4. Enrolment

- On completion of the **Enrolment Checklist**, you will be taken to the **Enrolment** page.
- Check the relevant academic program/s you wish to enrol in is listed, make sure the term (semester) information is correct and click the **Enrol** button in the Action column to proceed.

#### Remember:

- Please refer to your enclosed ‘Summary of Program Information’ to guide your selection of course/s.
  - Be careful to select your preferred campus or delivery mode.
  - Make sure you satisfy any prerequisites or eligibility criteria before enrolling in a course.
- The next page enables you to add and/or drop courses for Semester 1, 2006 by using the **Add** button at the bottom right of the screen or the **Drop** button in the Action column.

- If you wish to add a course, enter the class number listed in your ‘Summary of program Information’. If you are unsure of the class number, click **Add** then use the **Search** function to locate it using a variety of search criteria.
- Once all the courses you wish to undertake in semester 1 are listed, click the **Change Semester** button at the top of the screen, and select your Semester 2, 2006 courses in the same manner.
- Once you have submitted this information your enrolment is complete and the **View Checklist** button will no longer appear.

# Your enrolment is now complete.

## 5. Adding or Dropping Courses

- If you wish to make any changes to your enrolment you can use the **Add** or **Drop** functions up until the relevant census dates.

## 6. Confirmation of your enrolment

- Once you have completed the re-enrolment process you will be able to print an unofficial Confirmation of Enrolment (CoE). Please check the details on the statement carefully to ensure it accurately reflects your 2006 enrolment.
- An official Confirmation of Enrolment will be mailed to you once you tick the **Request CoE** button on the enrolment page. Please note, you will only be sent one official CoE per semester so you should only tick this box after you have completely finished your enrolment.
- You may also collect a CoE from the Hub.

## 7. Student Timetabling System

The online Student Timetabling System (STS) enables HE students (and some TAFE students) based at the City, Brunswick, or Bundoora campuses to access and construct their personal timetable by viewing the available options and selecting preferred classes, lectures, tutorials, etc.

For further information, please visit:

**[www.rmit.edu.au/students/sts](http://www.rmit.edu.au/students/sts)**

### **Disclaimer**

This brochure was prepared in September 2005 by the Office of the Academic Registrar and Information Technology Services.

As details contained in this brochure may change, students are encouraged to regularly visit:

**[www.rmit.edu.au/students](http://www.rmit.edu.au/students)** for any updates.

