Change your enrolment and personal details using Enrolment Online

Background
In October 2005, a web based application called Enrolment Online was launched as part of the university’s longer term strategy to minimise the use of face-to-face enrolments and provide a more flexible and convenient self-service environment for students to maintain their RMIT student record.

Your program has been selected to participate in the second stage of Enrolment Online’s implementation. As a result, you will be able to utilise the Enrolment Online system following your initial enrolment session. Please note that not all students have access to Enrolment Online, however, in 2006-2007 most RMIT TAFE, undergraduate and postgraduate programs will be included.

After you have enrolled, a Confirmation of Enrolment (COE) will be sent to your nominated mailing address (generally within 7 – 10 working days). Upon receipt of your COE, any changes* you wish to make to your 2006 enrolment record and/or personal details should be made through Enrolment Online.

Student responsibilities
As you are fully responsible for all changes you make to your enrolment, it is critical you read and accept the Statement of Student Responsibilities that appears when you log in for the first time. This information is also listed on page 4 of the 2006 RMIT Student Diary.

You are also expected to understand the structure of your program of study before making any changes to your enrolment. Accordingly, it is particularly important to observe the following:

- Make sure you only select courses, including electives, which form part of your approved program structure.
- Ensure you have completed any prerequisite course/s, or met the specified academic criteria, prior to adding any courses.
- Many courses are taught at multiple locations in a variety of ways so be careful to select your preferred campus (eg City, Brunswick, Bundoora) and relevant delivery mode (eg face-to-face, online, by distance/correspondence etc).
- Be careful not to under-enrol or overload in accordance with your official load (i.e. a standard full-time load is 48 credit points per semester, a standard part-time load is between 12 – 24 credit points per semester). Load will vary for TAFE students and double degrees, and you should confirm these details with your teacher/school.
- International students must remain enrolled with a full-time course load in a registered program and are ineligible to enrol in courses that are delivered fully online (unless they are undertaken in addition to a standard full-time load).
- If you have any queries about which courses to add or drop, or require general academic advice, please contact the relevant academic/teacher or school. Contact details for schools are listed on page 7 of the 2006 RMIT Student Diary or available at: www.rmit.edu.au/schools

Please carefully read and retain the attached flyer for more detailed information about Enrolment Online and where to go if you require further information.

*Refer to section titled ‘Which parts of my enrolment and/or personal information can I change?’ on page 2.
Important information to assist your use of Enrolment Online

1. Which parts of my enrolment and/or personal information can I change?

**Personal information**

You are authorised to amend your addresses, telephone numbers, emergency contact information at any time.

Note: You cannot change your name, date-of-birth, gender, citizenship or residency status using Enrolment Online. If this information is incorrect or changes after you enrol, you are required to complete a Change of Personal Information form or Change of Citizenship/Immigration status form. These forms may be collected from the Hub on your campus or downloaded at: www.rmit.edu.au/student-records/studentforms

**Enrolment**

You are authorised to vary your enrolment by adding and/or dropping courses no later than the following census dates for the 2006 academic year*:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Add courses –</th>
<th>Drop courses –</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>10 March</td>
<td>31 March</td>
</tr>
<tr>
<td>Semester 2</td>
<td>4 August</td>
<td>31 August</td>
</tr>
</tbody>
</table>

*Please check with your school to confirm the census dates for Spring and Summer semesters and non-standard courses.

Note: You cannot use Enrolment Online to change the academic program in which you are enrolled. If you are enrolled in the wrong program, please contact your school immediately.

Further information about census dates is available at: www.rmit.edu.au/programs/fees/censusdates

2. How do I use Enrolment Online?

The following steps summarise how to use Enrolment Online. Detailed instructions titled *A Guide to Enrolment Online* can be downloaded at: www.rmit.edu.au/academic-registrar/enrolment_online

1. Visit the Enrolment Online website at: https://enrol.rmit.edu.au

2. In the Login box type in your **Username** and **Password** and click the login button

   **Username**
   This is your student number with an “S” added to the start of the number and any letters removed.

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

   Note: Access to RMIT University’s ITS services, including Enrolment Online and e-mail is through use of your Novell Directory Services (NDS) username and password. Further information about your NDS password is available at: www.rmit.edu.au/its/password For guidance regarding your rights and responsibilities, please visit: www.rmit.edu.au/its/rules

3. 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**.

4. The **Enrolment Checklist** contains all your personal and enrolment details. As part of RMIT’s data verification processes, when you log in to Enrolment Online for the *first time*, you will be required to double check the accuracy of each item in the checklist.

   Click on the **Start** button in the **Action** column to commence the checklist. Proceed through the checklist and make amendments, if required, by selecting the **Update** button followed by the **Save** button.

   In the final checklist item you are required to read the **RMIT University Enrolment message** then click on **Finish**. This will display the **Enrolment** page.
5. **The Enrolment** page lists the courses you are enrolled in for semesters 1 and 2, 2006. If you wish to change these details, select the **Add** or **Drop** function corresponding to the individual course. Click the **Change Semester** button to alternate between semesters 1 and 2.

Note: Before amending your enrolment, please refer to the **Course Selection Template** you received at enrolment to guide your selection of courses. These details are also contained in the **Summary of Program Information** for your program located at: www.rmit.edu.au/academic-registrar/enrolment_online/programsummaries

Make sure you only add courses you are eligible to enrol in and remember to select your preferred campus and delivery mode. You should always seek academic advice before changing courses, so please contact your school and make sure you check your program **before** you make any changes.

6. 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, use the **Search** function to locate it using the relevant search criteria. Once you have located the correct class number select the **Add** button. This will list the details of the course. If this is the correct course, click **Save**.

7. If you wish to drop a course, simply click the **Drop** button corresponding to the name of the course.

Note: **Students are not permitted to drop all courses in a semester/term using Enrolment Online**. If you wish to take leave of absence or cancel your enrolment, you are required to complete a **Leave of Absence or Cancellation of Enrolment** form before the applicable census date (refer section 1 for dates). These forms are available from the Hub or at: www.rmit.edu.au/student-records/studentforms

8. When you have made all the necessary enrolment amendments you will be able to print an unofficial Confirmation of Enrolment (COE) by selecting the print icon to the right of the **Enrolment** tab near the top of the page. Please check this information to ensure it accurately reflects the courses you wish to undertake in 2006. An official COE will be mailed to you once you tick the **Request COE** button. Please note you will only be sent one official COE per semester through Enrolment Online so you should only tick this box after you have finished updating your enrolment.

Alternatively you may collect a COE from the Hub on your campus at any time.

Note: Any changes you make are immediately recorded against your student record.

9. Exit Enrolment Online by selecting the **Logout** button at the top right of screen.

### 3. Where can I obtain further information about Enrolment Online?

If you require assistance with Enrolment Online, 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.

- **The Hub**
  If you’re using Enrolment Online on campus, you can also visit the Hub for assistance. Refer to p6 of the **2006 RMIT Student Diary** for Hub locations.

- **Student Centre Helpline**
  Call the Student Centre Helpline if you have any general queries about using Enrolment Online.
  Tel. (03) 9925 8880
  Hours: 8.30 am – 5.00 pm, Monday to Friday

- **ITS Helpdesk**
  Contact the ITS Helpdesk if you are experiencing login difficulties.
  Tel. (03) 9925 8888
  E-mail: helpdesk@rmit.edu.au
  Hours: 8.00 am – 6.00 pm, Monday to Friday

### 4. Other useful information sources

**Useful documents**
- **2006 RMIT Student Diary** - students are required to retain the diary for use and reference throughout the year.
- **Welcome and Enrolment Guide** – this brochure was sent to you prior to enrolment and contains a general overview of student administration processes, deadlines and responsibilities.

**Useful websites**
- Student administration forms are located at: www.rmit.edu.au/student-records/studentforms
- The **2006 Schedule of Fees and Charges** is located at: www.rmit.edu.au/admissions/fees
- Students are required to regularly check their RMIT e-mail account at: www.student.rmit.edu.au