

## Overview

The **Enrolment** tile in myRMIT allows students to drop courses that they already enrolled into.

## Before you begin

- Login **myRMIT**.
- Complete **Pre-Enrolment Checklist** from the **Tasks** tile. Refer to the myRMIT Essentials > *Task Tile* Quick Reference Guide for learn about the pre-enrolment checklist completion.
- All enrolments, cancellations or changes to your enrolment will need to be completed by **8/9 pm (Vietnam time)** on the designated deadline dates. For more details, visit <[Important dates and academic calendar - RMIT University](#)>

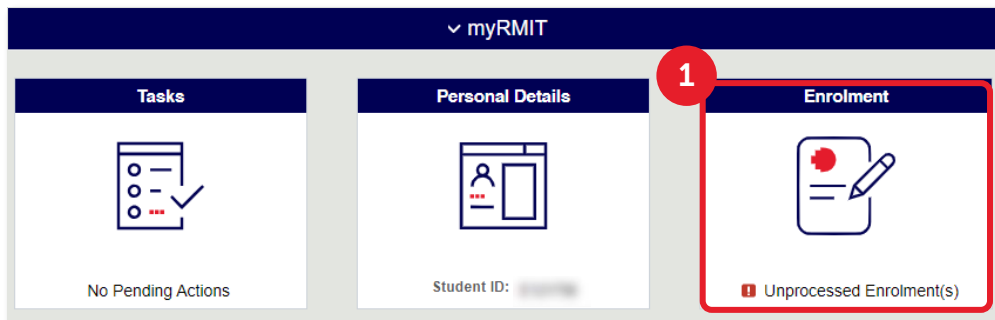
To ensure that you are active in a program, you are required to have minimum of one course enrolled per semester. If you wish to drop the last course, you will be directed to the **Submit Request** tile to fill out a **Form** and provide a reason for dropping the last course, for example, **Leave of Absence** or **Program Cancellation** forms.

## Navigation

**myRMIT Home Page > Enrolment tile**

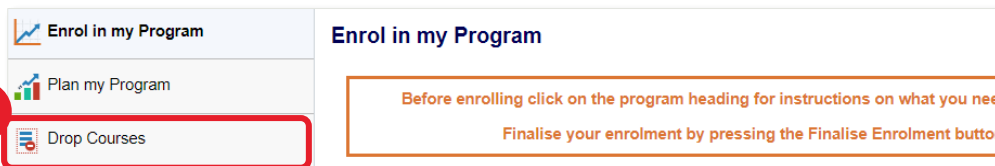
The **myRMIT home page** displays.

**Step 1.** Click the **Enrolment** tile to access the Enrolments section of myRMIT.



**Enrolment** page displays with the **Enrol in my Program** page open.

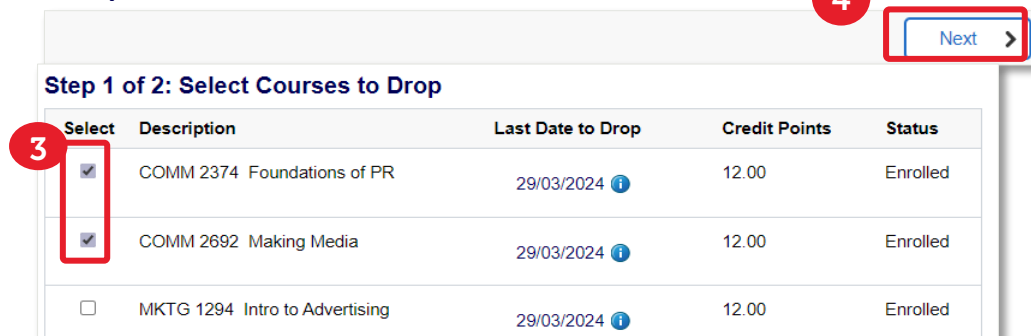
**Step 2.** Click **Drop Courses** to go to the Drop Courses page.



**Drop Courses** page displays.

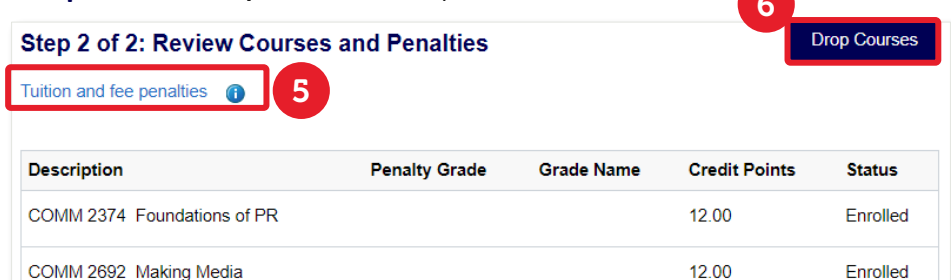
**Step 3.** Select courses to drop. For example, select 2 courses.

**Step 4.** Review the list of selected courses. Click **Next**



**Step 5.** Click **Tuition and fee penalties** link to view financial penalties (if any). If a penalty grade is applicable, it will be shown here before you confirm to drop the course.

**Step 6.** Click **Drop Courses** to complete



Courses are successfully dropped. Once courses are dropped, your access to the corresponding Canvas Courses will also be removed.

