Enrolling your Students onto Graduate Examinations

Graduate students need to be enrolled onto each examined element of their course (sometimes referred to as classes or papers); that is, each element of the course you record a mark for; eg, examined papers, take home papers, coursework, reports, presentations, theses and overall result. If you are not sure what your examined elements are, please check with Student Registry, who are charged with making sure the examined elements are set up correctly in the Course Catalog on CamSIS.

It is the responsibility of course administrators to enrol graduate students onto their classes. Please note that graduate students cannot enrol themselves onto examinations like undergraduate students. This procedure is undertaken using CamSIS.

If you have any problems, please contact: recordsandexams@admin.cam.ac.uk

Begin by navigating to:

Home > Records and Enrolment > Enrol Students > Self Service Enrolment by Staff

A search page will open to help you find the correct student.

Enter the student’s EMPLID number or their name in the search criteria fields.

Click on the SEARCH button.
The self-service enrolment page will open:

Click on the **START EXAMINATION ENROLMENT** button.

Follow the steps:

Click the **NEXT** button
Click the ‘Add a new subject area’ button and enter in your course code, for example MGM7; ELM1....

Select the term in which you need to enroll your students for, and click NEXT.

The next page will show all the modules that you can enroll your students for in that term. NB: if notice that anything is wrong on the course set up (an exam is down for coursework when it is an exam) DO NOT enroll any students but contact recordsandexams@admin.cam.ac.uk we will sort the problem out and let you know when you can enrol your students.
Add the modules required.

If the student is doing all the modules click ADD ALL.

Please note, if you enroll your student for the wrong module. Then you are able to drop that one and add another.

After all modules are added, click FINISH.

You will need to do this process for all your students.