



## **User Guide**

### **ONLINE**

### **ENROLMENT**

## **Self-Service Enrolment (Staff)**



### ***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.

For MPhil and MRes courses, the administrators enrol students directly onto CamSIS using the Self-Service (Staff) enrolment page, the list of papers available on this page for enrolment takes data from the course catalogue/schedule of classes, again highlighting the need for the subjects to be set up correctly prior to the start of the academic year. The administrators for each course have a period of a few weeks in which to make these enrolments (Enrolment Window), the main enrolment window runs from the last week of October to early December each year.

It is the responsibility of course administrators to enrol graduate students onto their classes. Bear in mind that if your course has modules/papers scheduled in terms other than Easter, you need to add enrolments into all of these terms. Please note that graduate students cannot enrol themselves onto examinations like undergraduate students. This procedure is undertaken using CamSIS. Log In can be found here: <http://www.camsis.cam.ac.uk/>

If there appears to be an issue with the level of access that you have to CamSIS, access adjustments are done through the CamSIS security. Thus, when a department/faculty has a member of staff who

requires access particular CamSIS pages, the member of staff needs to speak to their department/faculty CamSIS contact who will authorise the correct access.

Begin by navigating to:

**Home > Records and Enrolment > Enrol Students > Self Service Enrolment (Staff)**

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

<p>Enter the student's USN or their name in the search criteria fields.</p> <p>Click on the <b>Search</b> button.</p>	<p><b>Self-Service Enrolment (Staff)</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ Search Criteria</p> <p>USN: <input type="text"/> begins with ▼ <input type="text"/></p> <p>Last Name: <input type="text"/> begins with ▼ <input type="text"/></p> <p>First Name: <input type="text"/> begins with ▼ <input type="text"/></p> <p>Middle Name: <input type="text"/> begins with ▼ <input type="text"/></p> <p>Academic Institution: <input type="text"/> begins with ▼ <input type="text"/> 🔍</p> <p>College: <input type="text"/> begins with ▼ <input type="text"/> 🔍</p> <p>Academic Career: <input type="text"/> = <input type="text"/></p> <p>Current Student? <input type="checkbox"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p>
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The self- service enrolment page will open:

Click on the  
**Start Examination Enrolment** button.

### Self-Service Enrolment (Staff)

**Name:** Vincent Stimper  
**College:** Darwin College  
**USN:** 304629648  
**CRSid:** vs488



Examination enrolment should take less than 10 minutes.

We recommended that you **do not use your browser navigation buttons** ('forward', 'back' or 'refresh') during this process. Please use the navigation buttons at the bottom of each page.

A 'How-To' video is available to watch (requires Flash Player) that demonstrates the steps required to complete examination enrolment.

**Start Examination Enrolment**

The Procedure is broken into the following steps:

Click the  
**Next** button

### Self-Service Enrolment (Staff): Select Career

**Name:** Vincent Stimper  
**College:** Darwin College  
**USN:** 304629648  
**CRSid:** vs488



**Step 1** – Step 2 – Step 3 – Step 4

Select your career from the list below, then click 'Next'.

Only active careers are displayed. Careers which are completed, cancelled, or still in admissions will not be displayed.

Institution	Career
<input checked="" type="radio"/> University of Cambridge	Postgraduate

< Previous **Next >**

The Subject Area should be already listed but if it is missing please use the Add a new subject area button

Should you be unsure of the CamSIS code of your subject, kindly email the Student Registry

Click **Next**

### Self-Service Enrolment (Staff): Select Subject Area

**Name:** Vincent Stimper  
**College:** Darwin College  
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**CRSid:** vs488



Step 1 – **Step 2** – Step 3 – Step 4

**Career:** Postgraduate – University of Cambridge

Select your subject area from the list below. If your subject area is not displayed, please add it by clicking the 'Add a new subject area' button. To check which subjects are available for self service enrolment please check here [Student Registry](#)

Subject Area	Description	Entry Rules
<input checked="" type="radio"/> EGT6	Progress Examination in Engineering	No Entry Rules <input type="button" value="Delete"/>

Select the term in which you wish to add enrolments. The term should correspond with the term where modules/papers have been scheduled.

Enrolments should be added in the term of final assessment and is not necessarily when the teaching took place.

Click **Next**

### Self-Service Enrolment (Staff): Select Term

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Step 1 – Step 2 – **Step 3** – Step 4

**Career:** Postgraduate – University of Cambridge

**Subject Area:** EGT6 – Progress Examination in Engineering

Select the term for your selected subject area from the list below, then click 'Next'. The term designates the period when the examination takes place.

**Note: If more than one term is displayed you may need to enrol in examinations in each term.**

Term
<input checked="" type="radio"/> Easter Term 2020

The next page will show all the modules that you can enrol 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, papers/modules missing, etc.)

Please DO NOT enrol any students but contact [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk) the issues will then be resolved allowing you to enrol your students.

Add all of modules being taken by each student.

If the student is needs to be enrolled in all the modules click **ADD ALL.**

Clicking Add will change the Enrolment Status to Pending Add

Career: Postgraduate – University of Cambridge  
Subject Area: EGT6 – Progress Examination in Engineering  
Term: 3391 – Easter Term 2020

Below is a list of all parts of the examination. You may not necessarily qualify to take some of the elements and you should refer to the examination entry rules.

A tick symbol  indicates parts of the examination in which you are already enrolled. Use the 'Add' and 'Drop' buttons to change the status. When finished, complete your request by clicking on the 'Finish' button at the bottom of the page.

Number	Description	Component	Enrol Status	
BIOPR	Biological Physics Principles (EGCBR1)	Examination	Not Enrolled	<input type="button" value="Add"/>
EP01	Environmental Values (LEM2 EP01)	Coursework	Not Enrolled	<input type="button" value="Add"/>
ESD200	Sustainability Methods and Metrics	Coursework	Not Enrolled	<input type="button" value="Add"/>
ESD450	Policy, Legislation and Government (Coursework)	Coursework	Not Enrolled	<input type="button" value="Add"/>
ESD560	Innovations in Sustainable Manufacturing (EGM2/ESD560)	Coursework	Not Enrolled	<input type="button" value="Add"/>
ESD650	International Development	Coursework	Not Enrolled	<input type="button" value="Add"/>
ETB1	Clean Fossil Fuel Technologies (Coursework)	Coursework	Not Enrolled	<input type="button" value="Add"/>
ETB2	Renewable Energy 1: Wind, Wave, Tidal and Hydro (Coursework)	Coursework	Not Enrolled	<input type="button" value="Add"/>
ETB3	Renewable Energy 2: Solar and Biofuels (Coursework)	Coursework	Not Enrolled	<input type="button" value="Add"/>
ETB4	Energy Systems and Efficiency	Coursework	Not Enrolled	<input type="button" value="Add"/>
GRM1	Science of Graphene, Related Layered Materials, and Hybrid Systems (EGEGR4 GRM1)	Examination	Not Enrolled	<input type="button" value="Add"/>
GRM2	Technology of Graphene, Related Layered Materials, and Hybrid Systems (EGEGR4 GRM2)	Examination	Not Enrolled	<input type="button" value="Add"/>
GTA3	Experimental Methods	Coursework	Not Enrolled	<input type="button" value="Add"/>
GTA4	Researcher Skills (EGEGR5 GTA4)	Coursework	Not Enrolled	<input type="button" value="Add"/>

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

After all Modules/papers are added, please click **Finish**, which is found at the end of the module/paper list.

GTA4	Researcher Skills (EGEGR5 GTA4)	Coursework	Not Enrolled	<input type="button" value="Add"/>
ISMM3	Data & Modelling	Coursework	Not Enrolled	<input type="button" value="Add"/>
MLMI4	Advanced Machine Learning	Coursework	Pending Add	<input checked="" type="button" value="Drop"/>
MP01	Econometrics (MGM11 MP01)	Coursework	Not Enrolled	<input type="button" value="Add"/>
MP02	Qualitative research methods (MGM11 MP02)	Coursework	Not Enrolled	<input type="button" value="Add"/>
NE1	Reactor Physics (EGM10 NE1)	Examination	Not Enrolled	<input type="button" value="Add"/>
NE4	Fuel Cycle Waste and Decommissioning (EGM10 NE4)	Examination	Not Enrolled	<input type="button" value="Add"/>
NE8	Computational Reactor Modelling (EGM10 NE8)	Coursework	Not Enrolled	<input type="button" value="Add"/>
NT01-J	Characterisation techniques	Examination	Not Enrolled	<input type="button" value="Add"/>
NT04	Nanofabrication Techniques	Examination	Not Enrolled	<input type="button" value="Add"/>

  

4B23	Optical Fibre Communication (EGT3 4B23)	Examination	Not Enrolled	<input type="button" value="Add"/>
4B24	Radio Frequency Systems (EGT3 4B24)	Examination	Not Enrolled	<input type="button" value="Add"/>
4B25	Embedded Systems for the Internet of Things (EGT3 4B25)	Coursework	Not Enrolled	<input type="button" value="Add"/>
4E1	Innovation and Strategic Management of Intellectual Property (EGT3 4E1)	Coursework	Not Enrolled	<input type="button" value="Add"/>

< Previous

You will need to do this process for all your students. The enrolments that you have made will have an initial status of PENDING ADD, please do not worry about this, this is correct.

The status will change to ENROLLED once colleagues at the Student Registry run a CamSIS process which adds the enrolments onto the production version of CamSIS (CamSIS Live). The process is run every few days so there may be a period while enrolments remain as PENDING ADD.

Again, should you have any problems with completing the enrolments (other than CamSIS access), please contact: [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk)