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/](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.

Enter the student’s USN 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.

Examination enrolment should take less than 10 minutes.

We recommend 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.

The Procedure is broken into the following steps:

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.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Cambridge</td>
<td>Postgraduate</td>
</tr>
</tbody>
</table>

Click the **Next** button
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.

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.
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 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.
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.

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)