



## **User Guide**

**ONLINE**

**ENROLMENT**



**UNIVERSITY OF  
CAMBRIDGE**

## 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](mailto:recordsandexams@admin.cam.ac.uk)


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 SEARCH button.</p>	<div data-bbox="496 1137 1461 1749"><h3>Self-Service Enrolment (Staff)</h3><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: begins with <input type="text"/></p><p>Last Name: begins with <input type="text"/></p><p>First Name: begins with <input type="text"/></p><p>Middle Name: begins with <input type="text"/></p><p>Academic Institution: begins with <input type="text"/> </p><p>College: begins with <input type="text"/> </p><p>Academic Career: = <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> <a href="#">Save Search Criteria</a></p></div>
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The self- service enrolment page will open:

<p>Click on the <b>START EXAMINATION ENROLMENT</b> button.</p>	<p><b>Self-Service Enrolment (Staff)</b></p> <div data-bbox="507 360 1407 501"><p><b>Name:</b> Daniel Abadee <b>College:</b> Christ's College <b>USN:</b> 302586677 <b>CRSid:</b> dma37</p></div> <p>Examination enrolment should take less than 10 minutes.</p> <p>We recommended that you <b>do not use your browser navigation buttons</b> ('forward', 'back' or 'refresh') during this process. Please use the navigation buttons at the bottom of each page.</p> <p>A 'How-To' video is available to watch (requires Flash Player) that demonstrates the steps required to complete examination enrolment.</p> <div data-bbox="507 701 772 757"><p><b>Start Examination Enrolment</b></p></div>
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Follow the steps:

<p>Click the <b>NEXT</b> button</p>	<p><b>Self-Service Enrolment (Staff): Select Career</b></p> <div data-bbox="507 1032 1321 1149"><p><b>Name:</b> Daniel Abadee <b>College:</b> Christ's College <b>USN:</b> 302586677 <b>CRSid:</b> dma37</p></div> <p><b>Step 1</b> – Step 2 – Step 3 – Step 4 ▲</p> <p>Select your career from the list below, then click 'Next'.</p> <p>Only active careers are displayed. Careers which are completed, cancelled, or still in admissions will not be displayed.</p> <table border="1" data-bbox="507 1361 1321 1429"><thead><tr><th>Institution</th><th>Career</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> University of Cambridge</td><td>Graduate</td></tr></tbody></table> <div data-bbox="507 1469 753 1518"><p>&lt; Previous <b>Next</b> &gt;</p></div>	Institution	Career	<input checked="" type="radio"/> University of Cambridge	Graduate
Institution	Career				
<input checked="" type="radio"/> University of Cambridge	Graduate				

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

Click NEXT

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

**Name:** Daniel Abadee  
**College:** Christ's College  
**USN:** 302586677  
**CRSid:** dma37



Step 1 – **Step 2** – Step 3 – Step 4

**Career:** Graduate – 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"/> MGM7	Examination in Management for the degree of Master of Philosophy	View Entry Rules <input type="button" value="Delete"/>

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

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

**Name:** Daniel Abadee  
**College:** Christ's College  
**USN:** 302586677  
**CRSid:** dma37



Step 1 – Step 2 – **Step 3** – Step 4

**Career:** Graduate – University of Cambridge

**Subject Area:** MGM7 – Examination in Management for the degree of Master of Philosophy

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

Lent Term 2014

Easter Term 2014

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](mailto:recordsandexams@admin.cam.ac.uk) we will sort the problem out and let you know when you can enrol your students.

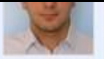
Add the modules required.

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**.


**USN:** 302586677  
**CRSid:** dma37






Step 1 – Step 2 – Step 3 – **Step 4**

**Career:** Graduate – University of Cambridge  
**Subject Area:** MGM7 – Examination in Management for the degree of Master of Philosophy  
**Term:** 3266 – Lent Term 2014

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.

View Examination Entry Rules

Number	Description	Component	Enrol Status		
MM1	Quantitative techniques for management (LT BOE 2)	Examination	Enrolled		<input type="button" value="Drop"/>
MM10	Globalization at the crossroads (LT)	Coursework	Enrolled		<input type="button" value="Drop"/>
MM20	Environment and sustainability (LT)	Coursework	Not Enrolled		<input type="button" value="Add"/>
MM30	Marketing (LT BOE 2)	Examination	Enrolled		<input type="button" value="Drop"/>
TPE6	Strategic valuation (MGM5 TPE6/LT)	Coursework	Not Enrolled		<input type="button" value="Add"/>
MM6	Finance & Accounting (LT BOE 2)	Examination	Enrolled		<input type="button" value="Drop"/>

You will need to do this process for all your students. The enrolments that you have made will have an initial status of PENDING, 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.