

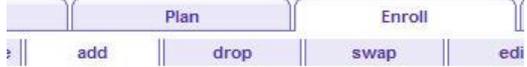
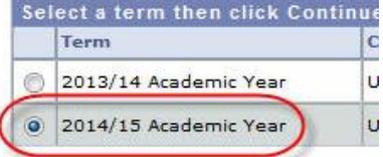
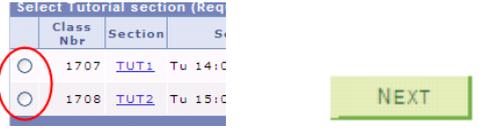
Short Guide to Adding Course Units

(Detailed information on adding/swapping/dropping units can be found here)

As an Undergraduate Computer Science student you can check which units are permitted on your programme here: <http://studentnet.cs.manchester.ac.uk/ugt/options.php>

Once you have made your choices you should check that they meet the programme requirements here: <http://studentnet.cs.manchester.ac.uk/ugt/choicescheck.php>

Enrolling on Units

1. Log in to Campus Solutions, through your student portal at	https://www.portal.manchester.ac.uk/
2. Once you are logged in, click on Student Centre	
3. Select Enroll	
4. Ensure you are in the add tab	
5. Select the appropriate Academic Year	
6. Ensure that the Class Search radio button is selected, and click search	
7. Select a Course Subject e.g. Economics, Sociology, Politics etc. from the drop-down menu	
8. The course number is the 5 numbers that appear in the course code e.g. <u>ECON10441</u> or <u>SOCY30011</u> . Then click SEARCH	
9. You will need to select the LECTURE component (unless otherwise advised) – normally defined by a 'LEC' in the Section – by clicking on select class	
10. You will be prompted to add a tutorial/workshop/seminar etc. There may be more classes to choose from than initially appear on screen - if there are, you should click View all Sections	
11. Click the radio button to the left of the option you wish to add. Then click NEXT	
12. The next screen will show what you have chosen. You are not enrolled yet, click NEXT	
13. The next screen will confirm your selection, now you can either add more classes, or to finish, click PROCEED TO STEP 2 OF 3	

14. To end the enrolling process click **FINISH ENROLLING** (you can come back later and add more if you wish). YOU ARE NOT ENROLLED until you click this button

FINISH ENROLLING

15. You will now be notified if the enrolment was a success. If you receive an error message, it could be for a number of reasons;

- A class requires special consent from the discipline area who owns the course. A class (lecture or tutorial) is already full. If this is the case you will have seen a blue square symbol when selecting the class, and also get an error message when you try to finish enrolling.
- There is a time conflict
- You are not permitted to enrol as you don't have the necessary pre-requisites
- You are not permitted to enrol as the unit is not on your programme structure
- The system will not allow you to enrol on a unit where you have a compensated pass in the pre-requisite. Please e-mail sso@cs.man.ac.uk

 Success: enrolled

 Error: unable to add class

PLEASE CONTACT THE STUDENT SUPPORT OFFICE (sso@cs.man.ac.uk) if you have an issues enrolling.