### Course Unit Selection; a guide to adding your courses on Self Service

1. Log into the Student System (aka Campus Solutions), through My Manchester. Enter your Central User Name and Password and click **LOG IN**. Once you are logged in, click on the **MY SERVICES** tab and click on the **STUDENT SYSTEM** link.

2. Click on **STUDENT CENTER**

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, Politics, Social Anthropology etc. from the drop-down menu

8. The course number is the 5 digit number that appears in the course code e.g. **ECON10441** or **SOAN30601**. Then click **SEARCH**

9. You will need to select the LECTURE component (unless otherwise advised) – normally defined as ‘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 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.

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. You must contact the relevant School office to get consent.
   - 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.

### Useful Links
- [My Manchester](http://my.manchester.ac.uk/)