



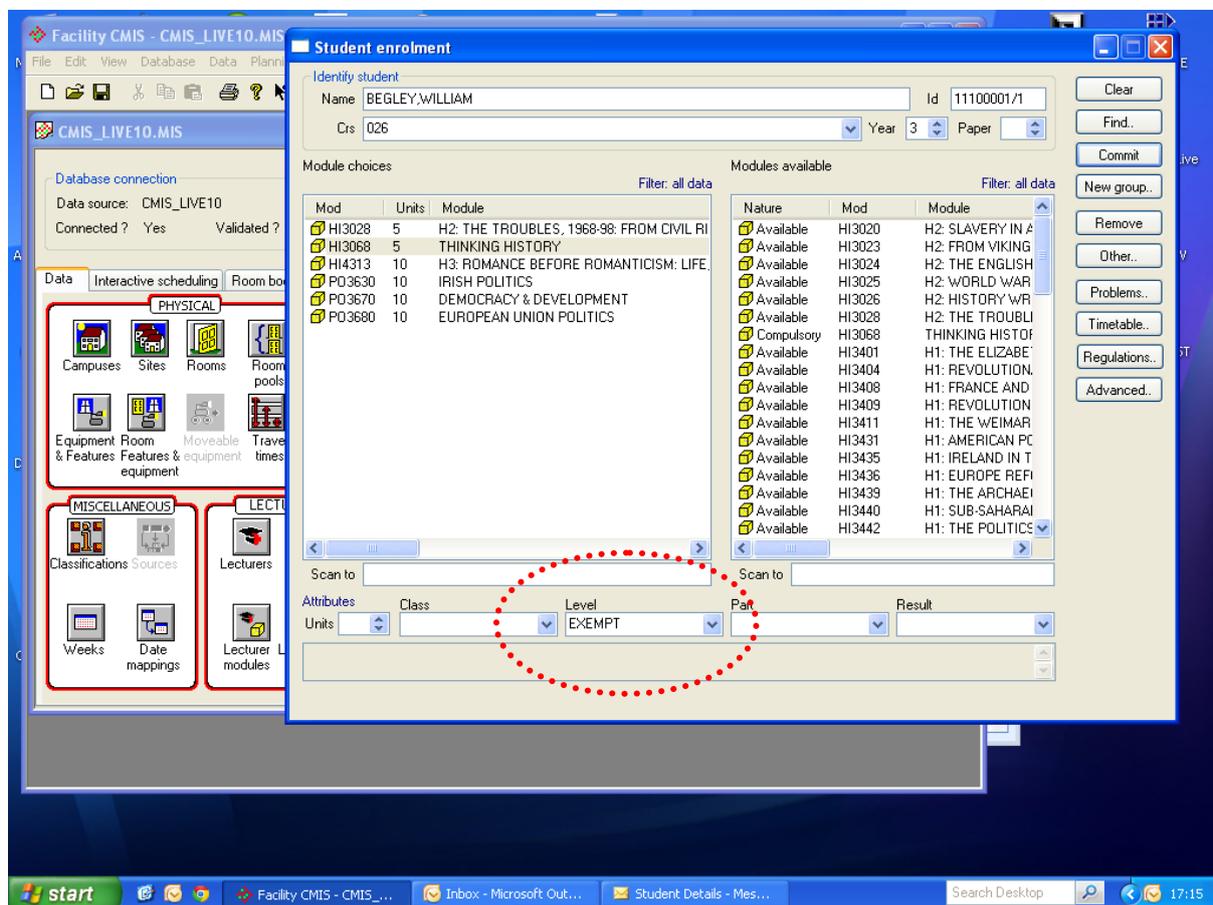
## How to ... Mark a compulsory module as EXEMPT in CMIS

This functionality should be used for students who need to be marked as EXEMPT for a compulsory teaching module in CMIS, or for students who are Erasmus out or Exchange out who are automatically assigned to compulsory modules in CMIS but need to have them removed.

To mark a compulsory module as EXEMPT in CMIS, go to:

### Data -> Course Management -> Student Enrolment

Enter the student number. Select the module to be marked as EXEMPT from the Module Choices list. From the 'Level' drop-down menu, select EXEMPT. Commit the change. The module will still appear in the student's list of enrolled modules, and any associated student module clashes will still exist in CMIS.



**Note: Students should also be removed from any tutorial groups associated with the exempt module to ensure their modules are fully withdrawn in SITS.**

The CMIS to SITS overnight interface will mark the module as 'Withdrawn' in SITS.



This 'Withdrawn' module enrolment will not be included for SITS examination scheduling and will not be included in any SITS assessment records. The 'Withdrawn' module will not appear on the student's record in SITS e:Vision, and the student module enrolment details will not be included in the module class list.

Student (SPR)	Module	Occ	Year	Period	Scheme	Level	C/O	Credit	E1	E2	AG	RTS	Sort Name	SCE Details	Entry Date	Registration Status	Diet
11100001/1	HI3028	A	2013/14	Y	ECTS	NL	A						BEGLEY W		08/Aug/2013	Enrolled	
11100001/1	HI3068	A	2013/14	Y	ECTS	NL	C			X			BEGLEY W		03/Aug/2013	Withdrawn	
11100001/1	HI3401	A	2013/14	Y	ECTS	NL	A				X		BEGLEY W		03/Aug/2013	Withdrawn	
11100001/1	HI3436	A	2013/14	Y	ECTS	NL	A				X		BEGLEY W		13/Aug/2013	Withdrawn	
11100001/1	HI4313	A	2013/14	Y	ECTS	NL	A						BEGLEY W		04/Sep/2013	Enrolled	
11100001/1	PO3630	A	2013/14	Y	ECTS	NL	A						BEGLEY W		08/Aug/2013	Enrolled	
11100001/1	PO3670	A	2013/14	Y	ECTS	NL	A						BEGLEY W		08/Aug/2013	Enrolled	
11100001/1	PO3680	A	2013/14	Y	ECTS	NL	A						BEGLEY W		08/Aug/2013	Enrolled	

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For Study Abroad/Erasmus out students, **optional** modules can be removed from CMIS, rather than marked as EXEMPT, and will also be set to Withdrawn in SITS.

To undo or remove EXEMPT from a compulsory module in CMIS, go to:

**Data -> Course Management -> Student Enrolment**

Enter the student number. Select the module and then select Remove. Confirm deletion and re-assign the module. Commit to confirm the change. The message will confirm that the level (EXEMPT) has been cleared.

The CMIS to SITS overnight interface will mark the module as 'Enrolled' in SITS. This module enrolment will be included for subsequent examination scheduling and SITS assessment records. The 'Enrolled' module will appear on the student's record in SITS e:Vision, and the student module enrolment details will be included in the module class list.