CAMPUS SOLUTIONS
Permission Number Worksheet

USER’S MANUAL
SAN FRANCISCO STATE UNIVERSITY

April 2019

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FINAL
## Revision History

**Document Title:** SF State BPG - Enhanced Permission Number Worksheet  
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<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Description</th>
<th>Pages</th>
</tr>
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<tr>
<td>04/14/2019</td>
<td>Jessica Müller</td>
<td>Initial Creation</td>
<td>All</td>
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1.0 How to Access the Permission Number Worksheet Page

1.1 For Faculty: Access Via Prerequisite Roster

Login to SFSU Gateway by selecting the “SF State Gateway / MySFSU” link on the login page: http://www.sfsu.edu/login.htm

Once the SFSU Gateway opens, select the "Class Services" link

On the Class Services page, you want to access Prerequisite Roster by selecting the term and year then select the "Go" button

FACULTY / STAFF
Class Services
Employee Services
IT Services

Prerequisite Roster Notice
The Prerequisite Roster applications refreshes data from Campus Solutions once a day from 2:00-3:30am. The Prerequisite Roster may not be available from 2:00-3:30am each day.

Spring 2019 Regular University Class Schedule

<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Class #</th>
<th>Title</th>
<th>Instructor(s)</th>
<th>Category</th>
<th>Type</th>
<th>Units</th>
<th>Enrolled / Limit</th>
<th>Waitlisted / Limit</th>
<th>Room Capacity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10502</td>
<td>MATH 227 [15]</td>
<td>Calculus II</td>
<td></td>
<td>Regular University</td>
<td>Lecture</td>
<td>4</td>
<td>45 / 40</td>
<td>0 / 5</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10501</td>
<td>MATH 227 [14]</td>
<td>Calculus II</td>
<td></td>
<td>Regular University</td>
<td>Seminar</td>
<td>4</td>
<td>41 / 40</td>
<td>0 / 5</td>
<td>0</td>
<td></td>
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</table>
2.0 Permission Number Worksheet Page

2.1 Purpose
Give instructors the ability to check prerequisites of prospective students as well as assign and email students permission numbers online. Faculty will also be able to use the worksheet to help track the permission numbers that were assigned and used.

Permission Number Worksheet for PHYS 121 [01]
Permission Numbers given before the first day of classes do not override class capacity and expire the day before classes start. Permission Numbers given on and after the first day of classes override class capacity and expire on the semester's last day to add deadline. You can request your department to generate more permission numbers should you need them.

Steps to Assigning Permission Numbers
1. Enter students (hide)
   - Waitlist students
     - Add them Waitlist
     - Add to list
   - Enter students ID or SF State email
     - Number or email
     - Number or email
     - Number or email
     - Number or email
     - Number or email
     - Number or email
     - Number or email
     - Number or email
     - Number or email
     - Number or email
     - + Add 10 more fields
       - Add to list

2. Prerequisite (if applicable)
   - Prerequisite: ACCT 101
     - Add course
     - Test:
       - Select ...
       - Add test

3. Assign permission numbers

<table>
<thead>
<tr>
<th>SF State ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>Level</th>
<th>Major</th>
<th>MATH 124</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13272</td>
<td>Smith</td>
<td>John</td>
<td><a href="mailto:smith_non_prd@lists.sfsu.edu">smith_non_prd@lists.sfsu.edu</a></td>
<td>Junior</td>
<td>Kinesiology (Exer &amp; Mvmt),BS</td>
<td>A (SF State) - Spring 2017</td>
<td>Assign 426296 to Michelle A.</td>
</tr>
<tr>
<td>13273</td>
<td>Jones</td>
<td>Jane</td>
<td><a href="mailto:jones_non_prd@lists.sfsu.edu">jones_non_prd@lists.sfsu.edu</a></td>
<td>Senior</td>
<td>Biology (Physiology)-BS</td>
<td>A (SF State) - Fall 2018</td>
<td>Assigned &amp; emailed 105271</td>
</tr>
<tr>
<td>13274</td>
<td>Brown</td>
<td>Brian</td>
<td><a href="mailto:brown_non_prd@lists.sfsu.edu">brown_non_prd@lists.sfsu.edu</a></td>
<td>Sophomore</td>
<td>Biology (Physiology)-BS</td>
<td></td>
<td>Assign 967151 to Samantha C.</td>
</tr>
</tbody>
</table>

Showing 1 to 15 of 15 entries

Feedback on permission numbers
Back to Class Services page

Copy / Send E-mail to selected student(s)  Copy / Send E-mail to all students  Save to CSV (Excel)  Print
2.2  **Section: Adding Students to Worksheet**

This section is where instructors can add students to the worksheet by selecting from the waitlist or entering a student's student ID or SFSU email address.

Valid entry formats include:
- Student ID (EMPLID)
- SF State email address
  - @sfsu.edu or @mail.sfsu.edu email addresses
  - User can also enter the first part of the email address left of the "@" sign

2.3  **Sections: Check Prerequisites (optional action)**

This section is similar to the Prerequisite Roster where instructor can select a prerequisite course and/or test to see a student's history by course or test ID.
2.4 Section: Worksheet

This section is the main worksheet where instructors can view prerequisites, take action on permission numbers and basic academic information for prospective students added to the worksheet.

Main columns:
- SF State ID
- Last Name
  - Preferred name is displayed if exists
- First Name
  - Preferred name is displayed if exists
- Email
  - Either @sfsu.edu or @mail.sfsu.edu
- Level
  - Freshman, Sophomore, Junior, Senior, Graduate
  - Blank = former student
  - Not Set = Open U student
- Major
  - Will list only the primary major in this worksheet regardless of minors or multiple majors
- Action
  - Assign and email permission number
  - View status of assigned permission numbers
3.0 Using the Permission Number Worksheet

3.1 Adding Students to the Worksheet Section

There are 2 options to add students to the Permission Number worksheet:

- By entering student ID or SF State email
- Selecting students from the waitlist

When you add students to the worksheet they will remain there so that you can choose to return to the worksheet later to assign permission numbers or you can assign right away, at your convenience.

![Gateway SF State](image_url)
3.1.1 Adding by Student ID or Email

The instructor can add more than one student at a time. After you have entered information for all students you want to add to the worksheet, then select the button "Add to List"

Valid entry formats include:

- **Student ID (EMPLID)**
  - Use for any student that has a valid EMPLID or SF State email in the system, not just matriculated students

- **SF State email address**
  - @sfsu.edu or @mail.sfsu.edu email addresses
  - User can also enter the first part of the email address left of the "@" sign
3.1.2  Add by Waitlist

Use the dropdown men to select individuals from the waitlist or select the option to add "All Student on Waitlist". Select the button "Add to List"
3.2  Prerequisite Section

Instructors have the ability to view student academic history by course and test. This activity is of course optional, but convenient ability to assess prospective students based on whether they have met a particular set of prerequisites.

3.2.1  Prerequisite Course

Add a prerequisite course by entering course ID & catalog number. The dropdown should fill with matching courses to help the selection. Then select the "Add course" button.

A new column will appear in the worksheet indicating the prerequisite value as the header.
3.2.2 Prerequisite Tests

Add a prerequisite test by using the dropdown and then select the "Add Test" button.

A new column will appear in the worksheet indicating the prerequisite value as the header.

3.2.3 Multiple Prerequisites

Instructors can check multiple prerequisites. Additional prerequisite selections will add additional columns to the worksheet.
3.3 The Worksheet Section

3.3.1 Assigning Permission Number

When ready to assign permission number to a student, select the "Assign and Email" button.

Once you have selected the Assign button, an email with the permission number will be sent to the student’s SF State email.

Note: You also have the option of reassigning different permission number to the same student if the student used the first permission number to successfully enroll and then dropped the class OR if the permission number was used by another student.

3.3.2 Example of the Email Sent to Students

Records and Registration

Permission Number (#132169) to add ECON 312 section 03

To: [Email Address]

Dear [Student Name],

Your instructor has assigned you a class permission number:

Class: ECON 312, section 03
Class Number: 2429
Permission Number: 132169
Expire on: January 27, 2019

Add class via Student Center

Important Notice: Make sure you clear all holds before you register for classes.

Class permission numbers can only be used once and are specific to the section and semester of each course. You may not share nor give this permission number to another student. Please use this permission number as soon as possible. Otherwise, you will have to request a new number from your instructor.

Thank you,

[Instructor’s Name]

Interim Registrar/Manager of Veterans Services
Registrar’s Office
Student Affairs & Enrollment Management
3.3.3 Status of Assigned Permission Numbers

In the far right column labeled "Action" is where instructors can view the permission number status.

Here are listed the different statuses that can be expected:

- **Assigned and Emailed = Unused**
- **Used = student used permission number to successfully enroll in the class**
- **Used and then dropped = student successfully used permission number to enroll and then subsequently dropped the class**

If a permission number has been used successfully the first name and first initial of the last name will be displayed. This will help indicate whether the permission number was used by the intended student assigned the permission number.

**Examples:**

The instructor has the option to assign new permission number to Edmark, if deemed appropriate.

The instructor can additionally decide whether or not to “instructor drop” Joey, if deemed appropriate.
4.0 Questions and Feedback

4.1 Questions
If instructors have any questions using the worksheet, they can reach out to their AOC or submit a ticket to ITS Helpdesk by emailing service@sfsu.edu

4.2 Feedback
If instructors have thoughts on how the Permission Number Worksheet application can be improved upon or if you want to share what you like about the Permission Number Worksheet, please select the link at the base of the Permission Number Worksheet to access the feedback survey:
5.0 Troubleshooting Common Questions

5.1 Entry-Based Questions

5.1.1 Error adding student when entry value not found

This could be due to at least one of the following:

- Entry error
- Prospective student may not exist as a current or former student in Campus Solutions.
  - Action: follow pre-Permission Number Worksheet protocol for assessing whether or not to physically give a permission number to this prospective student
6.0 Appendices

6.1 Appendix A – Prerequisite Roster vs. Permission Number Worksheet

<table>
<thead>
<tr>
<th>Population</th>
<th>Prerequisite Roster</th>
<th>Permission Number Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students Enrolled and Waitlisted in class</td>
<td>Students who are NOT enrolled in class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Functions</th>
<th>Prerequisite Roster</th>
<th>Permission Number Worksheet</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Prerequisite Checking</td>
<td>Prerequisite Checking Assign &amp; Email Permission Numbers</td>
</tr>
</tbody>
</table>

6.2 Appendix B – Reporting Benefits

There are new reporting benefits for classes that are viewed from the Permission Number Worksheet.

- Identify how many students used permission numbers that were assigned to another student
- Determine average time between when a student is emailed a permission number to the time that that student uses that permission number to enroll