



San Francisco State University

We Make Great Things Happen

Permission Number Worksheet

What Is The Permission Number Worksheet?

Now instructors will have the ability to check prerequisites before assigning and emailing students permission numbers all online through Class Services on the Gateway.

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 from Waitlist

Enter students ID or SF State email

2. Prerequisite (if applicable)

Prerequisite:

Test:

3. Assign permission numbers

Search:

SF State ID	Last Name	First Name	Email	Level	Major	MATH 124	Action
9			<input type="checkbox"/> hrrms_non_prd@lists.sfsu.edu	Junior	Kinesiology (Exer & Mvmnt)-BS	A (SF State) - Spring 2017	<input type="button" value="Assign 420256 to Michelle A."/>
9			<input type="checkbox"/> hrrms_non_prd@lists.sfsu.edu	Senior	Biology (Physiology)-BS	A (SF State) - Fall 2018 D (Transfer) W (Transfer)	<input type="button" value="Assigned & emailed 185271"/>
9			<input type="checkbox"/> hrrms_non_prd@lists.sfsu.edu	Sophomore	Biology (Physiology)-BS		<input type="button" value="Assign 907151 to Samantha C."/>

Showing 1 to 15 of 15 entries

[Feedback on permission numbers](#)

Features

Why Use The Permission Number Worksheet

Main Feature

Assign and Email Permission Numbers

Now instructors will have the ability to assign and email students permission with a simple select of a button.

SF State ID	Last Name	First Name	Email	Level	Major	Action
9	Bro	C	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu			Assign 561105 to Christian B.
9	Ca	Iz	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu			Assign 277818 to Izlen C.



Additional Features

Review Prerequisites

Instructors will be able to review prerequisites for a set of potential students before the instructor decides which of those students they would like to assign permission numbers to.

2. Prerequisite (if applicable)

✓ MATH 124 prerequisite course added successfully

Prerequisite: Test:

3. Assign permission numbers

Search:

SF State ID	Last Name	First Name	Email	Level	Major	MATH 124	Action
9		Michelle	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Junior	Kinesiology (Exer & Mvmnt)-BS	A (SF State) - Spring 2017	<input type="button" value="Assign 223920 to Michelle A."/>
9		Jake	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Senior	Biology (Physiology)-BS	A (SF State) - Fall 2018 D (Transfer) W (Transfer)	<input type="button" value="Assign 303975 to Jake B."/>
9		Jessica	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu				<input type="button" value="Assign 451950 to Jessica M."/>
9		Rose	<input type="checkbox"/> rtest1@mail.sfsu.edu	Sophomore	English (Creative Writing) -BA		<input type="button" value="Assign 169170 to Rose Q."/>
9		Karen	<input type="checkbox"/> ktest2@mail.sfsu.edu	Sophomore	Cinema-BA		<input type="button" value="Assign 109440 to Karen W."/>

Showing 1 to 5 of 5 entries

Additional Features

Take Your Time

After the first day of classes, override class capacity and expire on the semester's last day to add students. You can request your department to generate more permission numbers should you need them.

Steps to Assigning Permission Numbers

1. Enter students ([hide](#))

✔ • 2 students were successfully added to the permission number worksheet below

Enter students ID or SF State email

+ Add 10 more fields

Add to list

2. Prerequisite (if applicable)

Prerequisite: Test:

3. Assign permission numbers

Search:

SF State ID	Last Name	First Name	Email	Level	Major	Action
9			<input type="checkbox"/> hms_non_prd@lists.sfsu.edu			<input type="button" value="Assign 515220 to Jessica M."/>
9			<input type="checkbox"/> rtest1@mail.sfsu.edu	Sophomore	English (Creative Writing)-BA	<input type="button" value="Assign 319050 to Rose Q."/>

Showing 1 to 2 of 2 entries

Instructors can add potential students to their Permission Number worksheet and come back later to do prerequisite checking and assign permission numbers.

Additional Features

Basic Academic Information At Your Fingertips

The Permission Number Worksheet shows basic academic information about the student including primary major

SF State ID	Last Name	First Name	Email	Level	Major	Action
9	Anjani	M	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Junior	Kinesiology (Exer & Mvmnt)-BS	Assign 420256 to Michelle A.
9	Branchini	J	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Senior	Biology (Physiology)-BS	Assigned & emailed 185271
9	Christie	S	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Sophomore	Biology (Physiology)-BS	Assign 907151 to Samantha C.
9	Cuenco	E	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Junior	Kinesiology (Exer & Mvmnt)-BS	Assign 849610 to Evan C.
9	Hernandez	D	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Junior	Pre-Biology-BS	Assign 684085 to Daniella H.
9	Ho	J	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Junior	Undeclared-BS	Assign 775405 to Justin H.
9	Hughes	L	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Senior	Biology (Physiology)-BS	Assigned & emailed 114849
9	Koontz	V	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Junior	Biology BA	Assign 342520 to Vanessa K.

Additional Features

Status of Assigned Permission Numbers

Instructors can see who used the permission number and the status of the permission number

SF State ID	Last Name	First Name	Email	Level	Major	Action
§ [REDACTED]	Curry	Aurther	<input type="checkbox"/> atest8@mail.sfsu.edu	Freshman	Dance-BA	594900 used by Aurther C.
§ [REDACTED]	Short	Martin	<input type="checkbox"/> mtest4@mail.sfsu.edu	Sophomore	Business (Management)-BS	536028 used by Martin S.

Additional Features

- Ability to save the Worksheet to Excel or Print
 - Freeform search box for the Worksheet in case you have large set of students to review
 - Ability to sort the Worksheet by any column heading
 - Ability to view Permission Number Worksheets from previous semesters
 - Convenience of vetting potential students in the same location as the Prerequisite Roster
-

Access

Where Is The Permission Number Worksheet

1. Open 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](#)

materials adopted for your courses, please view the Class Details page in your teaching schedule or the general [Class Schedule](#). Textbook information is also available on the [SF State Campus Store website](#).

between 8:00 pm and midnight.
It may also be unavailable outside this maintenance period. Please visit scheduled system maintenance page for detail.

Prerequisite Roster

Please select the semester:

A red arrow points from the 'Go' button to the 'Class Services' link in the navigation menu above.

2. Open Permission Number

- Next search or navigate to the class that you want to assess students for Permission Number assignment, select the Permission Number button in the far right column labeled “Action”



» [Class Services](#) » [Class Roster Report](#)

Prerequisite Roster



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

Search for classes by Class ID or Title: Class Category: Class Type:

20 result(s) for math 227

Select Class	Class #	Class	Title	Instructor(s)	Category	Type	Units	Enrolled / Limit	Waitlisted / Limit	Room Capacity	Action
<input type="checkbox"/>	10502	MATH 227 [15]	Calculus II		Regular University	Lecture	4	45 / 40	0 / 5	0	<input type="button" value="Permission Numbers"/>
<input type="checkbox"/>	10501	MATH 227 [14]	Calculus II		Regular University	Seminar	4	41 / 40	0 / 5	0	<input type="button" value="Permission Numbers"/>

The Worksheet

How to Use The Permission Number Worksheet

Adding Students to the Worksheet

There are 2 options to add students to the Permission Number Worksheet

- By Student ID or email
- Select 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. Decision is yours!

Gateway SF STATE

» Class Services » Prerequisite Roster

Permission Number - Prerequisite Roster

Fall 2018 Regular University Class Schedule

Select Class	Class #	Class	Title	Instructor(s)	Category	Type	Units	Enrolled / Limit	Waitlisted / Limit	Room Capacity	Action
<input checked="" type="checkbox"/>	1344	BIOL 230 [01]	Introductory Biology I	Jose De La Torre Megumi Fuse	Regular University	Lecture	5	23 / 24	0 / 0	701	Permission Number

[Show all classes](#) [Get Class Rosters](#)

Permission Number List for BIOL 230 [01]

Permission Numbers given before the first day of classes do not override class capacity and expire the day before classes start; after the first day of classes, overrides class capacity and expire on the semester's last day to add deadline. You can request your college department to generate more permission numbers should you need them.

12 Students were added tot the permission number list

1. Enter students ([hide](#))

Waitlist students

▾

All Student from Waitlist

San [redacted] (9[redacted]), rank 1

Sal [redacted] (9[redacted]), rank 7

Enter students ID or email

+ Add 10 more fields

Adding Students to the Worksheet

By Waitlist

- Use the dropdown menu to select individuals from the waitlist or select the option to add “All Students on Waitlist”.
Select the button “Add to List”

1. Enter students (hide)



The screenshot shows a web interface for adding students from a waitlist. It features a dropdown menu labeled 'Add from Waitlist' with a downward arrow. Below the dropdown, the text 'All Student from Waitlist' is displayed. Underneath, two student entries are listed: 'Sam [redacted] (91 [redacted], rank 1)' and 'Sall [redacted] (9 [redacted], rank 7)'. At the bottom of the interface is a button labeled 'Add to list'. Two red arrows point to the 'Add to list' button and the student list area.

Adding Students to the Worksheet

By Student ID or Email

- Enter Student ID or student SFSU email. You 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”

Steps to Assigning Permission Numbers

1. Enter students ([hide](#))

Enter students ID or SF State email

+ Add 10 more fields

SF State ID	Last Name	First Name	Email	Level	Major	Action
9	[REDACTED]	Jessica	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu			<input type="button" value="Assign 542124 to Jessica M."/>
9	[REDACTED]	Rose	<input type="checkbox"/> rtest1@mail.sfsu.edu	phomore	English (Creative Writing)-BA	<input type="button" value="Assign 258210 to Rose Q."/>
9	[REDACTED]	Joey	<input type="checkbox"/> jtest3@mail.sfsu.edu	ior	Cinema-BA	<input type="button" value="Assign 468840 to Joey T."/>
9	[REDACTED]	Karen	<input type="checkbox"/> ktest2@mail.sfsu.edu	phomore	Cinema-BA	<input type="button" value="Assign 150345 to Karen W."/>

Checking Prerequisites

By Course

- This is an optional step in case you want to check which students have or have not met a specific prerequisite before deciding to assign a permission number to a student.
- Add a prerequisite course by entering course ID & catalog number and then select the “Add Test” button

2. Prerequisite (if applicable)

Prerequisite: math 227 x Test: --- Select ---

3. Assign permission number

SF State ID	Last Name	First Name	Email	Level
91	[REDACTED]	Arhan	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Junior
91	[REDACTED]	Kenya	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Sophomore

SF State ID	Last Name	First Name	Email	Major	MATH 227	Action
9	[REDACTED]	FENGZE	<input type="checkbox"/> hms_n...	Computer Science-BS	B (Transfer)	<input type="button" value="Assign 235719 to FENGZE Y."/>
9	[REDACTED]	Karen	<input type="checkbox"/> kt...	Cinema-BA		<input type="button" value="Assign 558772 to Karen W."/>
9	[REDACTED]	Jessica	<input type="checkbox"/> hms_n...	Computer Science-BS	Dropped - Fall 2017 A (SF State) - Spring 2018	<input type="button" value="Assign 704064 to Jessica S."/>
9	[REDACTED]	Kenya	<input type="checkbox"/> hms_n...	Mechanical Engineering-BS	B (SF State) - Spring 2016	<input type="button" value="Assign 909525 to Kenya B."/>

Checking Prerequisites

By Test

- This is an optional step in case you want to check which students have or have not met a specific prerequisite before deciding to assign a permission number to a student.
- Add a prerequisite test by using the dropdown and then select the “Add Test” button

2. Prerequisite (if applicable)

Prerequisite: **Test**

3. Assign permission numbers

The dropdown menu for 'Test' contains the following options: --- Select ---, W/C Status, **Math/QR Status**, JEPET, ELM Score, ELM Status, CHEM 115 (T), ACCT 301 (T), PHYS, WTR Choice, and WTR Recommendation.

SF State ID	Last Name	First Name	Email	Major	Math/QR Status	Action
90	M	Jessica	<input type="checkbox"/> hrms...		I - B4 Met	<input type="button" value="Assign 542124 to Jessica M."/>
91	Q	Rose	<input type="checkbox"/> rtest...	English (Creative Writing)-BA	II-B4 Plc	<input type="button" value="Assign 258210 to Rose Q."/>
91	T	Joey	<input type="checkbox"/> jtest3...	Cinema-BA	I - B4 Met	<input type="button" value="Assign 468840 to Joey T."/>
91	W	Karen	<input type="checkbox"/> ktest2...	Cinema-BA	II-B4 Plc	<input type="button" value="Assign 150345 to Karen W."/>

Showing 1 to 4 of 4 entries

Checking Prerequisites

Multiple Prerequisites

- You can also check multiple prerequisites:

SF State ID	Last Name	First Name	Email	Level	Major	Math/QR Status	MATH 227	PHYS 220	Action
9	[REDACTED]	FENGZE	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Senior	Computer Science-BS	I - B4 Met	B (Transfer)	A (SF State) - Spring 2018	Assign 235719 to FENGZE Y.
9	[REDACTED]	Farhan	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Junior	Computer Science-BS	I - B4 Met	D (SF State) - Fall 2017 B- (SF State) - Spring 2018	C (SF State) - Spring 2018	Assign 788358 to Farhan A.
9	[REDACTED]	Jessica	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Senior	Computer Science-BS	I - B4 Met	Dropped - Fall 2017 A (SF State) - Spring 2018	Dropped - Fall 2017 B- (SF State) - Spring 2018	Assign 704064 to Jessica S.
9	[REDACTED]	Karen	<input type="checkbox"/> kttest2@mail.sfsu.edu	Sophomore	Cinema-BA	II-B4 Plc			Assign 558772 to Karen W.

Assigning and Emailing Permission Numbers

Assigning

- When ready to assign permission number to a student, select the Assign 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

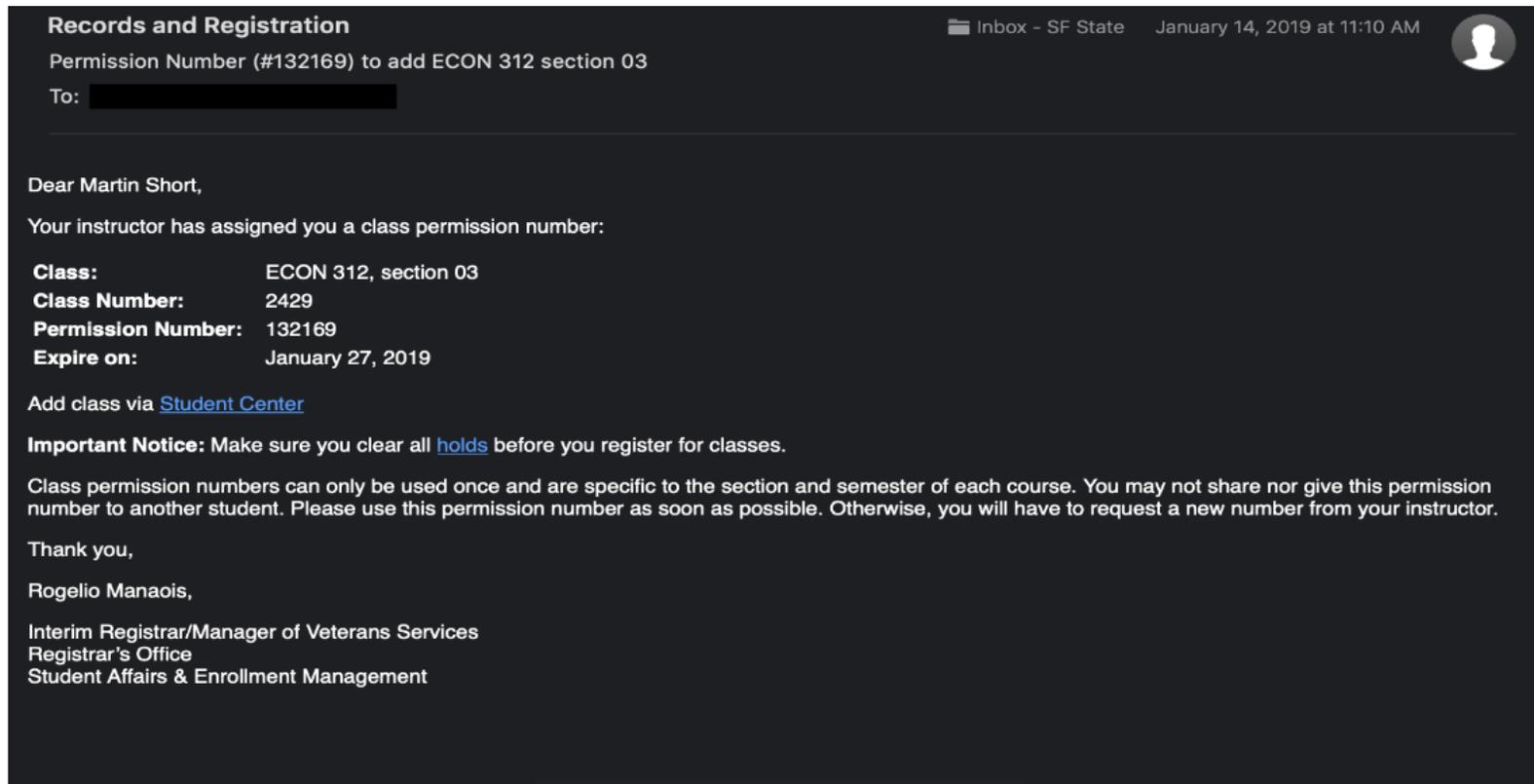
SF State ID	Last Name	First Name	Email	Level	Major	Action
9 [REDACTED]	Bro [REDACTED]	Ch [REDACTED]	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu			Assign 561105 to Christian B.
9 [REDACTED]	Ca [REDACTED]	Iz [REDACTED]	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu			Assign 277818 to Izlen C.

SF State ID	Last Name	First Name	Email	Level	Major	Action
9 [REDACTED]	Na [REDACTED]	Alec	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Freshman	Mechanical Engineering-BS	971325 used by Alec N.
9 [REDACTED]	Pa [REDACTED]	Jiawen	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Freshman	Business (Accounting)-BS	846000 used by Jiawen P.
9 [REDACTED]	O [REDACTED]	Angela	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Sophomore	Biochemistry-BS	742200 used by Angela O. then dropped <input type="button" value="New #"/>
			<input type="checkbox"/>		Kinesiology (Exer & Mgmt)	

Assigning and Emailing Permission Numbers

Email Example

- Sample of the email that gets sent to the student when you press the Assign button



Records and Registration Inbox - SF State January 14, 2019 at 11:10 AM 

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

To: [REDACTED]

Dear Martin Short,

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,

Rogelio Manaiois,
Interim Registrar/Manager of Veterans Services
Registrar's Office
Student Affairs & Enrollment Management

Status of Permission Numbers

After Permission Number is Used

- When a permission number is used, you will be able to see the first name and last name initial of the person who used it in the far left column space
- In the example below,

Prerequisite: Test: Search:

✔ Permission Nbr = 235389 was successfully assigned/issued to Student ID = 917680626

SF State ID	Last Name	First Name	Email	Level	Major	Action
9 [REDACTED]	Bro [REDACTED]	C [REDACTED]	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu			<input type="button" value="Assign 561105 to Christian B."/>
9 [REDACTED]	Ca [REDACTED]	Iz [REDACTED]	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu			<input type="button" value="Assign 277818 to Izien C."/>
9 [REDACTED]	Quartz	Rose	<input type="checkbox"/> rtest1@mail.sfsu.edu	Sophomore	English (Creative Writing)-BA	965587 used by Rose Q. then dropped <input type="button" value="Assigned & emailed 235389"/>

— Add more students



Status of Permission Numbers

Permission Number Used By a Different Student

The example below illustrates how it will look if a permission number was used to enroll a student that was not assigned the permission number by the instructor.

- 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.

SF State ID	Last Name	First Name	Email	Level	Major	Action
9	Curry	Aurther	<input type="checkbox"/> atest8@mail.sfsu.edu	Freshman	Dance-BA	594900 used by Aurther C.
9	Short	Martin	<input type="checkbox"/> mtest4@mail.sfsu.edu	Sophomore	Business (Management)-BS	536028 used by Martin S.
9		Edmark	<input type="checkbox"/> hms_non_prd@lists.sfsu.edu	Senior	Economics-BA	122233 used by Joey T. <input type="button" value="New #"/>
9	Trilkini	Joey	<input type="checkbox"/> jtest4@mail.sfsu.edu	Senior	Business (Management)-BS	499999 used by Joey T.

Questions & Feedback

The Permission Number Worksheet

Problems or Questions?

- If you run into any issues or have questions about behavior, please contact our Help Desk for assistance by submitting a ticket by emailing service@sfsu.edu
-

Give Feedback

- Please let us know what you think of the Permission Number Worksheet, what you like and what you wish was better. You can find a link for a feedback survey at the bottom of the Permission Number Worksheet:

91	Short	Martin	<input type="checkbox"/>	mtest4@mail.sfsu.edu	Sophomore	Business (Management)-BS	536028 used by Martin S.
91	Curry	Aurther	<input type="checkbox"/>	atest8@mail.sfsu.edu	Freshman	Dance-BA	594900 used by Aurther C.

Showing 1 to 17 of 17 entries

Copy / Send E-mail to selected student(s)

Copy / Send E-mail to all students

Save to CSV (Excel)

Print

[Feedback on permission numbers](#) 

[Back to Class Services page](#)

