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.
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.
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.

Additional Features
Instructors can add potential students to their Permission Number worksheet and come back later to do prerequisite checking and assign permission numbers.
Basic Academic Information At Your Fingertips

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

<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>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9137</td>
<td>Anjani</td>
<td>M.</td>
<td><a href="mailto:hrms_non_prd@lists.sfsu.edu">hrms_non_prd@lists.sfsu.edu</a></td>
<td>Junior</td>
<td>Kinesiology (Exer &amp; Mvmnt)-BS</td>
<td>Assign 420256 to Michelle A.</td>
</tr>
<tr>
<td>9138</td>
<td>Branchini</td>
<td>J.</td>
<td><a href="mailto:hrms_non_prd@lists.sfsu.edu">hrms_non_prd@lists.sfsu.edu</a></td>
<td>Senior</td>
<td>Biology (Physiology)-BS</td>
<td>Assigned &amp; emailed 185271</td>
</tr>
<tr>
<td>9139</td>
<td>Christie</td>
<td>S.</td>
<td><a href="mailto:hrms_non_prd@lists.sfsu.edu">hrms_non_prd@lists.sfsu.edu</a></td>
<td>Sophomore</td>
<td>Biology (Physiology)-BS</td>
<td>Assign 907151 to Samantha C.</td>
</tr>
<tr>
<td>9140</td>
<td>Cuenco</td>
<td>E.</td>
<td><a href="mailto:hrms_non_prd@lists.sfsu.edu">hrms_non_prd@lists.sfsu.edu</a></td>
<td>Junior</td>
<td>Kinesiology (Exer &amp; Mvmnt)-BS</td>
<td>Assign 849010 to Evan C.</td>
</tr>
<tr>
<td>9141</td>
<td>Hernandez</td>
<td>D.</td>
<td><a href="mailto:hrms_non_prd@lists.sfsu.edu">hrms_non_prd@lists.sfsu.edu</a></td>
<td>Junior</td>
<td>Pre-Biology-BS</td>
<td>Assign 684065 to Daniella H.</td>
</tr>
<tr>
<td>9142</td>
<td>Ho</td>
<td>J.</td>
<td><a href="mailto:hrms_non_prd@lists.sfsu.edu">hrms_non_prd@lists.sfsu.edu</a></td>
<td>Junior</td>
<td>Undeclared-BS</td>
<td>Assign 775405 to Justin H.</td>
</tr>
<tr>
<td>9143</td>
<td>Hughes</td>
<td>L.</td>
<td><a href="mailto:hrms_non_prd@lists.sfsu.edu">hrms_non_prd@lists.sfsu.edu</a></td>
<td>Senior</td>
<td>Biology (Physiology)-BS</td>
<td>Assigned &amp; emailed 114849</td>
</tr>
<tr>
<td>9144</td>
<td>Kropitz</td>
<td>S.</td>
<td><a href="mailto:hrms_non_prd@lists.sfsu.edu">hrms_non_prd@lists.sfsu.edu</a></td>
<td>Junior</td>
<td>Biology-BA</td>
<td>Assign 32550 to Veronica K.</td>
</tr>
</tbody>
</table>
### Additional Features

#### Status of Assigned Permission Numbers

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

<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>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Curry</td>
<td>Aurther</td>
<td><a href="mailto:atest6@mail.sfu.edu">atest6@mail.sfu.edu</a></td>
<td>Freshman</td>
<td>Dance-BA</td>
<td>594900 used by Aurther C.</td>
</tr>
<tr>
<td></td>
<td>Short</td>
<td>Martin</td>
<td><a href="mailto:mtest4@mail.sfu.edu">mtest4@mail.sfu.edu</a></td>
<td>Sophomore</td>
<td>Business (Management)-BS</td>
<td>536028 used by Martin S.</td>
</tr>
</tbody>
</table>
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
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.”
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!
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”
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”.
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.
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.
## Checking Prerequisites

### Multiple Prerequisites

- You can also check multiple prerequisites:

<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>MathQR Status</th>
<th>MATH 227 Status</th>
<th>PHYS 220 Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>FENGZE</td>
<td></td>
<td></td>
<td>Senior</td>
<td>Computer Science-Bs</td>
<td>I - B4 Met</td>
<td>B (Transfer)</td>
<td>A (SF State) - Spring 2018</td>
<td>Assign 235719 to FENGZE Y.</td>
</tr>
<tr>
<td>9</td>
<td>Farhan</td>
<td></td>
<td></td>
<td>Junior</td>
<td>Computer Science-Bs</td>
<td>I - B4 Met</td>
<td>D (SF State) - Fall 2017, B - (SF State) - Spring 2018</td>
<td>C (SF State) - Spring 2018</td>
<td>Assign 788358 to Farhan A.</td>
</tr>
<tr>
<td>9</td>
<td>Jessica</td>
<td></td>
<td></td>
<td>Senior</td>
<td>Computer Science-Bs</td>
<td>I - B4 Met</td>
<td>Dropped - Fall 2017, A (SF State) - Spring 2018</td>
<td>Dropped - Fall 2017</td>
<td>Assign 704064 to Jessica S.</td>
</tr>
<tr>
<td>9</td>
<td>Karen</td>
<td></td>
<td></td>
<td>Sophomore</td>
<td>Cinema-BA</td>
<td>II-B4 Plc</td>
<td></td>
<td></td>
<td>Assign 558772 to Karen W.</td>
</tr>
</tbody>
</table>
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.
Assigning and Emailing Permission Numbers

Email Example

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

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 Manaolis,

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,

```
<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>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bird</td>
<td>C</td>
<td><a href="mailto:hms_non_prod@lists.sfsu.edu">hms_non_prod@lists.sfsu.edu</a></td>
<td></td>
<td></td>
<td>Assign 56105 to Christian B</td>
</tr>
<tr>
<td></td>
<td>Calking</td>
<td>L</td>
<td><a href="mailto:hms_non_prod@lists.sfsu.edu">hms_non_prod@lists.sfsu.edu</a></td>
<td></td>
<td></td>
<td>Assign 277818 to Jalen C.</td>
</tr>
<tr>
<td></td>
<td>Quartz</td>
<td>Rose</td>
<td><a href="mailto:rdeit@email.ofsu.edu">rdeit@email.ofsu.edu</a></td>
<td>Sophomore</td>
<td>English (Creative Writing) GA</td>
<td>965587 used by Rose Q. then dropped</td>
</tr>
</tbody>
</table>
```

Enter students
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.
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: