



**SF State Business Process Guide
Permission Number Worksheet**

CAMPUS SOLUTIONS Permission Number Worksheet

USER'S MANUAL SAN FRANCISCO STATE UNIVERSITY

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Author: Jessica Muller, ITS Enterprise Applications Technical Analyst/ Programmer

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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](#)

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 unavailable outside this maintenance period. Please visit scheduled system maintenance page for detail.

Prerequisite Roster

Please select the semester:

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

Gateway

» [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"/>

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 to list

Enter students ID or SF State email

+ Add 10 more fields

Add to list

2. Prerequisite (if applicable)

Prerequisite:

Add course

Test:

Add test

3. Assign permission numbers

Search:

SF State ID	Last Name	First Name	Email	Level	Major	MATH 124	Action
9			<input type="checkbox"/> hrms_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"/> hrms_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"/> hrms_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](#)

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

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

Waitlist students

Add from Waitlist

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

Number or email

Number or email

Number or email

Number or email

+ Add 10 more fields

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. Prerequisite (if applicable)

Prerequisite: Test:

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

SF State ID	Last Name	First Name	Email	Level	Major	Action
9	[REDACTED]	FENGZE	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Senior	Computer Science-BS	Assign 235719 to FENGZE Y.
9	[REDACTED]	Farhan	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Junior	Computer Science-BS	Assign 788358 to Farhan A.
9	[REDACTED]	Jessica	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Senior	Computer Science-BS	Assign 704064 to Jessica S.
9	[REDACTED]	Karen	<input type="checkbox"/> ktest2@mail.sfsu.edu	Sophomore	Cinema-BA	Assign 558772 to Karen W.

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

» 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

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

Add from Waitlist

All Student from Waitlist

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

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

Enter students ID or email

+ Add 10 more fields

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"

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]	[REDACTED]	Jessica	<input type="checkbox"/> hrrms_non_prd@lists.sfsu.edu			<input type="button" value="Assign 542124 to Jessica M."/>
9 [REDACTED]	[REDACTED]	Rose	<input type="checkbox"/> rtest1@mail.sfsu.edu	sophomore	English (Creative Writing)-BA	<input type="button" value="Assign 258210 to Rose Q."/>
9 [REDACTED]	[REDACTED]	Joey	<input type="checkbox"/> jtest3@mail.sfsu.edu	junior	Cinema-BA	<input type="button" value="Assign 468840 to Joey T."/>
9 [REDACTED]	[REDACTED]	Karen	<input type="checkbox"/> ktest2@mail.sfsu.edu	sophomore	Cinema-BA	<input type="button" value="Assign 150345 to Karen W."/>

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"

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



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.

2. Prerequisite (if applicable)

Prerequisite: Test:

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

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

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."/>

3.2.2 Prerequisite Tests

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

2. Prerequisite (if applicable)

Prerequisite: **Test**

--- Select ---
 W/C Status
Math/QR Status
 JEPET
 ELM Score
 ELM Status
 CHEM 115 (T)
 ACCT 301 (T)
 PHYS
 WTR Choice
 WTR Recommendation

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

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	C	Rose	<input type="checkbox"/> rtest1...	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

3.2.3 Multiple Prerequisites

Instructors can check multiple prerequisites. Additional prerequisite selections will add additional columns to the worksheet:

SF State ID	Last Name	First Name	Email	Level	Major	Math/QR Status	MATH 227	PHYS 220	Action
9	FENGZE		<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Senior	Computer Science-BS	I - B4 Met	B (Transfer)	A (SF State) - Spring 2018	<input type="button" value="Assign 235719 to FENGZE Y."/>
9	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	<input type="button" value="Assign 788358 to Farhan A."/>
9	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	<input type="button" value="Assign 704064 to Jessica S."/>
9	Karen		<input type="checkbox"/> ktest2@mail.sfsu.edu	Sophomore	Cinema-BA	II-B4 Plc			<input type="button" value="Assign 558772 to Karen W."/>

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.

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

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	N	Alec	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Freshman	Mechanical Engineering-BS	971325 used by Alec N.
9	P	Jiawen	<input type="checkbox"/> hrms_non_prd@lists.sfsu.edu	Freshman	Business (Accounting)-BS	846000 used by Jiawen P.
9	O	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 & Mvmt)	

3.3.2 Example of the Email Sent to Students

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 Manaois,
 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*

Prerequisite: ACCT 101 Test: --- Select --- 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"/>

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:

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

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

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:

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](#)

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

	Prerequisite Roster	Permission Number Worksheet
Population	Students Enrolled and Waitlisted in class	Students who are NOT enrolled in class
Functions	<ul style="list-style-type: none"> Prerequisite Checking 	<ul style="list-style-type: none"> Prerequisite Checking Assign & Email Permission Numbers

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