



Permission Numbers

In order to minimize the use of Add Forms, we have developed Permission Numbers which faculty may use to let students add themselves to your courses. This guide explains how to use this new feature through myCSUSTAN. Add Forms are still available for those faculty members who wish to continue using them.

Objective:

Minimize the use of Add forms and streamline existing process by using permission numbers.

When to use Permission Numbers?

Permission numbers can be given to students **at any point in the registration period until the last day to add** for the following:

- Any course that is flagged for “Instructor Consent Required” and is not a class that requires a Special Registration or Individual Study form.
- Any course for which the student does not meet the major or class level prerequisite.
- Classes that are full. If the class is not full, students can continue to register without a permission number based on dates outlined for that term.
- During the Instructor Signature Required period, **until** the Last Day to Add date.

Process:

Enrollment Services (ES) generates 30 permission numbers for every class/section prior to the beginning of each term. Each faculty member will be able to see the permission numbers for their classes/sections either through:

1. myCSUSTAN Faculty Center (see below for specific steps); or
 2. Hard copy class rosters that will have permission numbers printed at the end.
- If a faculty member elects to use permission numbers (**which is highly recommended**)
 - Then s/he can give the number to the student in place of a signed Add form. *Don't forget to make note of which permission number has been given out since each permission number is unique for that class/section and cannot be re-used.*
 - Student would then use the number to register for the class online.
 - If a faculty member decides NOT to use permission numbers
 - Then s/he can sign the completed Add form by student.
 - Student would submit the Add Form to Enrollment Services. (Please note that this does slow down the process for the student)



FAQ

Q: Is it required for faculty to use permission numbers?

A: No, it is not required, but it is highly recommended to make the process more efficient, minimize use of paper forms, and provides better service to our students.

Q: How many permission numbers are generated for each class/section?

A: 30 permission numbers are created as a default for every class/section per term.

Q: What happens when a faculty member runs out of permission numbers?

A: If a faculty member runs out of permission numbers, s/he can contact Enrollment Services at 667-3264 for additional numbers.

Q: When will permission numbers start being used?

A: Fall 2008 and beyond.

Q: How will faculty gain access to permission numbers?

A: Permission numbers are available for each class/section via the **class roster icon** in myCSUSTAN faculty center as well printed on the hard copy Class Roster.

Q: How will faculty track permission numbers used?

A: There are various mechanisms to track this information. One simple approach is for the Faculty member to print the permission numbers and track which ones have been given to students. Or, if using the hard copy Class Roster, just note the student name next to the permission number. Once the student registers using the permission number, the student's name will be seen in the Faculty Center tool.

Viewing and Printing Permission Numbers In myCSUSTAN Faculty Center

<p>Click the class roster icon next to the desired class section</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Name</th> <th>Enrolled</th> <th>Days and Time</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td>CIS 2000-001 DIS 41908</td> <td>Intro to Bus Computer Systems (Discussion)</td> <td>45</td> <td>TuTh 9:05AM - 10:03AM</td> <td>Demergasso-Bava Hall 106</td> <td>Sep 4, 2008- Dec 9, 2008</td> </tr> <tr> <td>CIS 2000-003 LAB 41912</td> <td>Intro to Bus Computer Systems (Laboratory)</td> <td>25</td> <td>TuTh 10:10AM - 11:07AM</td> <td>Demergasso-Bava Hall 107</td> <td>Sep 4, 2008- Dec 9, 2008</td> </tr> <tr> <td>CIS 2000-004</td> <td>Intro to Bus</td> <td>25</td> <td>TuTh 11:15AM - 12:13PM</td> <td>Demergasso-Bava Hall 107</td> <td>Sep 4, 2008- Dec 9, 2008</td> </tr> <tr> <td></td> <td>tems</td> <td>14</td> <td>MoWe 1:35PM - 2:33PM</td> <td>Dorothy & Bill Bizzini 214</td> <td>Sep 4, 2008- Dec 9, 2008</td> </tr> <tr> <td></td> <td>ussion)</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Class	Class Name	Enrolled	Days and Time	Room	Class Dates	CIS 2000-001 DIS 41908	Intro to Bus Computer Systems (Discussion)	45	TuTh 9:05AM - 10:03AM	Demergasso-Bava Hall 106	Sep 4, 2008- Dec 9, 2008	CIS 2000-003 LAB 41912	Intro to Bus Computer Systems (Laboratory)	25	TuTh 10:10AM - 11:07AM	Demergasso-Bava Hall 107	Sep 4, 2008- Dec 9, 2008	CIS 2000-004	Intro to Bus	25	TuTh 11:15AM - 12:13PM	Demergasso-Bava Hall 107	Sep 4, 2008- Dec 9, 2008		tems	14	MoWe 1:35PM - 2:33PM	Dorothy & Bill Bizzini 214	Sep 4, 2008- Dec 9, 2008		ussion)					<ul style="list-style-type: none"> • Navigate to your schedule for the term • Click on the Class Roster icon next to the desired class section.
Class	Class Name	Enrolled	Days and Time	Room	Class Dates																																
CIS 2000-001 DIS 41908	Intro to Bus Computer Systems (Discussion)	45	TuTh 9:05AM - 10:03AM	Demergasso-Bava Hall 106	Sep 4, 2008- Dec 9, 2008																																
CIS 2000-003 LAB 41912	Intro to Bus Computer Systems (Laboratory)	25	TuTh 10:10AM - 11:07AM	Demergasso-Bava Hall 107	Sep 4, 2008- Dec 9, 2008																																
CIS 2000-004	Intro to Bus	25	TuTh 11:15AM - 12:13PM	Demergasso-Bava Hall 107	Sep 4, 2008- Dec 9, 2008																																
	tems	14	MoWe 1:35PM - 2:33PM	Dorothy & Bill Bizzini 214	Sep 4, 2008- Dec 9, 2008																																
	ussion)																																				



Faculty Center

Class Roster [View FERPA Statement](#)

41908 - CIS 2000 - Intro to Bus Computer Systems

Class Roster Information

Course	CIS 2000	Institution	CSU Stanislaus
Title	Intro to Bus Computer Systems	Term	2008 Fall
Class Number	41908	Session	Regular Academic Session
Class Section	001	Career	Undergraduate
Component	Discussion		

Click on the Permission Number link

Day	Tues Thurs	Instructor	James Bond
Time	9:05AM 10:03AM		
Room	Demergasso-Bava Hall 106		

[Permission Numbers](#)

*Enrollment Status: Enrolled change

Total Students: 47 Enrollment Capacity: 50

Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level
1 <input type="checkbox"/>	001960530	Pitt, Brad	Letter Grd	3.00	Undergraduate Degree Seeking - Computer InfoSystems	Sophomore

- Click on the Permission Numbers link.

Class Permission Numbers

Class Roster Information

Course	CIS 2000	Institution	CSU Stanislaus
Title	Intro to Bus Computer Systems	Term	2008 Fall
Class Number	41908	Session	Regular Academic Session
Class Section	001	Career	Undergraduate
Component	Discussion		

Day	Tues Thurs	Instructor	James Bond
Time	9:05AM 10:03AM		
Location	Demergasso-Bava Hall 106		

You can download your permission numbers to Excel

The campus should place information in this message that is relevant to helping users understand the data that is shown in the Class Permissions Grid. (3000,3)

Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name
1	708768	Not Used	A	09/18/2008			
2	800415	Not Used	A	09/18/2008	09/09/2008	001234567	Pitt, Brad
3	171075	Not Used	A	09/18/2008			
4	539860	Not Used	A	09/18/2008			
5	162942	Not Used	A	09/18/2008			
6	202645	Not Used	A	09/18/2008			
7	525690	Not Used	A	09/18/2008			
8	456802	Not Used	A	09/18/2008			
9	660072	Not Used	A	09/18/2008			
10	583965	Not Used	A	09/18/2008			

Once a permission number is used by a student, you will see the use date, ID, and student name.

You may print this page to use for tracking which numbers have been used. To print, use print option from your browser or right click anywhere on the screen and select print.

- You can **download your** permission numbers to Excel.
- You can **print this page** with permission numbers by using the print option from your browser or right click on your mouse anywhere on this screen and select print.
- Once a permission number is used, you will see the **use date, the student ID, and student name**.