



Registration - Adding Classes Using Permission Numbers Guide

Contents

Introduction.....	2
Navigating to PeopleSoft.....	3
Navigating to the Student Center	4
Registration Using Permission Numbers	5
Adding Classes to the Shopping Cart.....	5
Utilizing the Permission Number.....	7
Enrolling in Classes.....	8

Introduction

This guide outlines the process for students to **register or add classes using a permission number** through Student Center self-service.

Permission Numbers are an electronic authorization given to students to add a **closed or restricted class** and can be used instead of Add Forms.

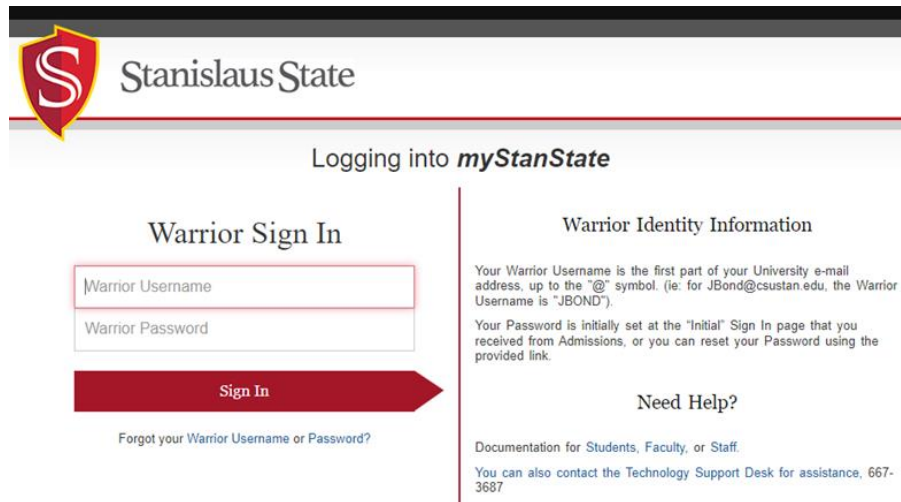
Permission numbers can be obtained from the class instructor. If the instructor does not wish to use permission numbers, the student must complete an Add Form and obtain the instructor's signature before submitting the completed form to Enrollment Services.

Note: If a class has a space available, with no waitlist, students may add the class through the last day of the open add period (i.e., the 10th day of classes for the Fall or Spring term) and may add through Census Date with a signed and completed Add Form. Permission numbers are only scheduled to work through the 10th day of instruction—a late fee is assessed after this date.

Navigating to PeopleSoft

The **Student Center** is accessible from within **PeopleSoft**. You can navigate to PeopleSoft using the links found on your **myStanState** dashboard.

Using your preferred internet browser, navigate to my.csustan.edu and log in using your Stanislaus State credentials. You will be prompted to log in using Multi-Factor Authentication (MFA). For more information or help with issues involving MFA, please contact OIT.



The screenshot shows the Stanislaus State login page. At the top left is the Stanislaus State logo. The main heading is "Logging into myStanState". Below this, there are two columns. The left column is titled "Warrior Sign In" and contains two input fields: "Warrior Username" and "Warrior Password". Below these fields is a red arrow-shaped "Sign In" button. Underneath the button is a link: "Forgot your Warrior Username or Password?". The right column is titled "Warrior Identity Information" and contains two paragraphs of text explaining the username and password requirements. Below this text is a "Need Help?" section with a link for "Documentation for Students, Faculty, or Staff" and another link stating "You can also contact the Technology Support Desk for assistance. 667-3687".

Upon logging in, you will see your **Student Dashboard**. Scroll down and locate the box within your **Student Dashboard** with the header labeled **PeopleSoft**. Within the **Peoplesoft** box will be a header labeled **PeopleSoft Single Signon**. Click the link below this header labeled **MyStanState Student Center** to navigate into **PeopleSoft**.

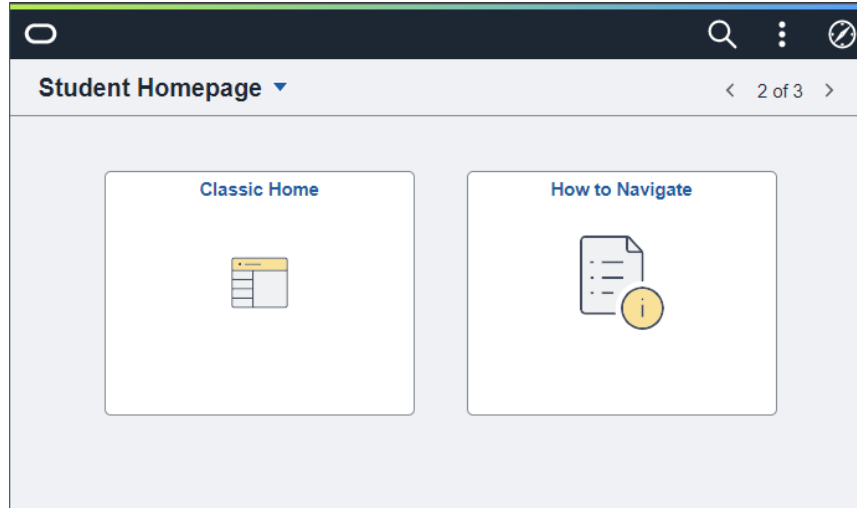


The screenshot shows two side-by-side browser windows. The left window is the "mystanstate" Student Dashboard. It has a "Logout" link in the top right corner. The main content area is titled "Student Dashboard" and contains two sections of "Information & Resources". The first section lists links for "Steps for Coming to Campus & FAQs", "Daily Self-Screening", "Faculty • Staff", "COVID-19 Campus Updates", "COVID-19 Dashboard", and "Employee Assistance Program". It also includes two numbered instructions: "1. Submit the Daily Screening Form before traveling to campus. Stay home if you're sick and report positive cases or exposure." and "2. Effective Sept. 15, face coverings must be worn only during instruction/advising. Read the full message." The second section of "Information & Resources" lists links for "Frequently Asked Questions", "Student Services", "Daily Self-Screening", and "COVID-19 Dashboard". It also includes the instruction: "For COVID-19 questions or concerns, visit the COVID-19 website" and the same two numbered instructions as the first section. The right window is the "PeopleSoft" Single Signon page. It has a header "PeopleSoft" and a main heading "PeopleSoft Single Signon". Below this heading are three links: "CFS - Finance System", "MyStanState Human Resources", and "MyStanState Student Center". The "MyStanState Student Center" link is highlighted with a yellow background.

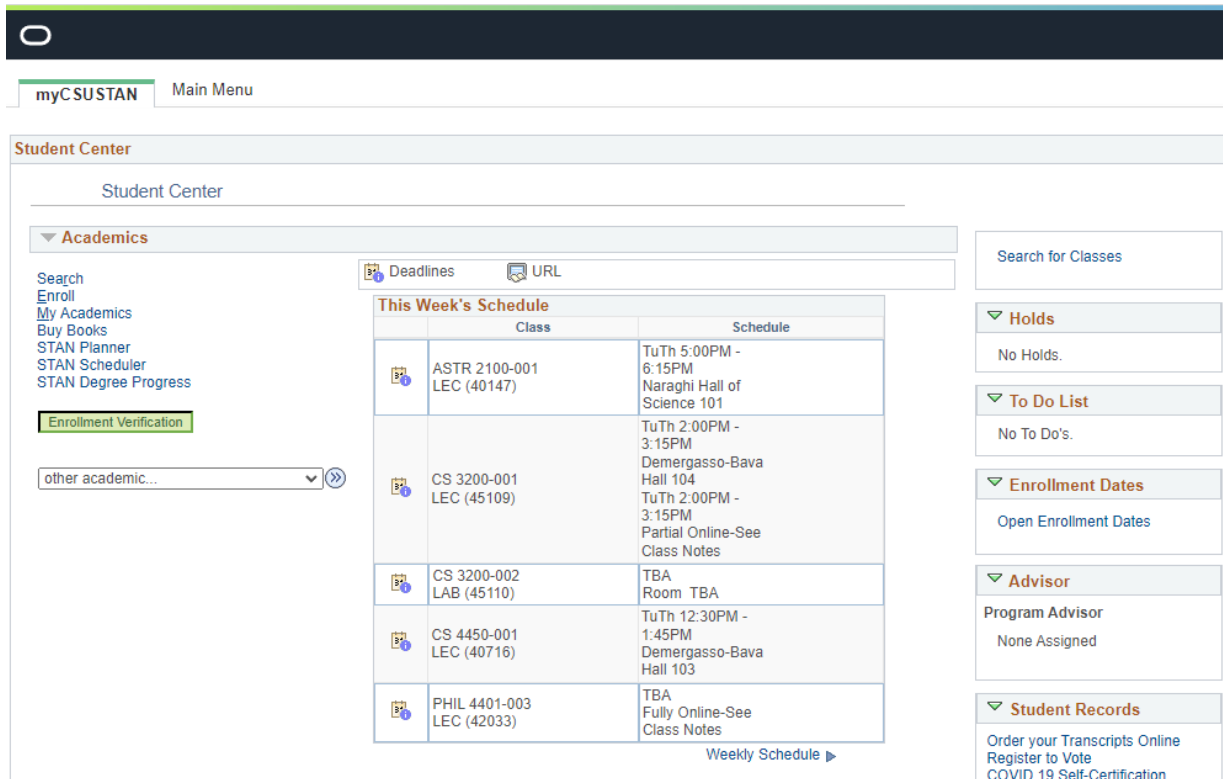
Note that the PeopleSoft link will open a new tab or window. If you have a pop-up blocker, you may need to disable it to allow the window to open. You may also be prompted to log in again with your Stanislaus State credentials.

Navigating to the Student Center

Upon login, you will land on your **Student Homepage** within PeopleSoft.



Click on the tile labeled **Classic Home** to enter PeopleSoft and navigate to your **Student Center**—the Student Center screen will display by default.



Registration Using Permission Numbers

You may need permission to add a class for several reasons, including but not limited to:

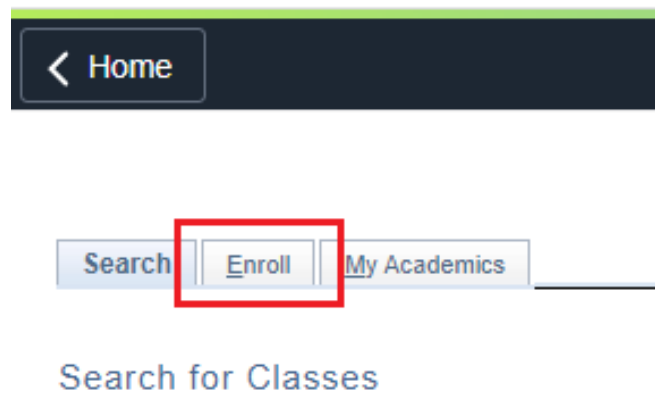
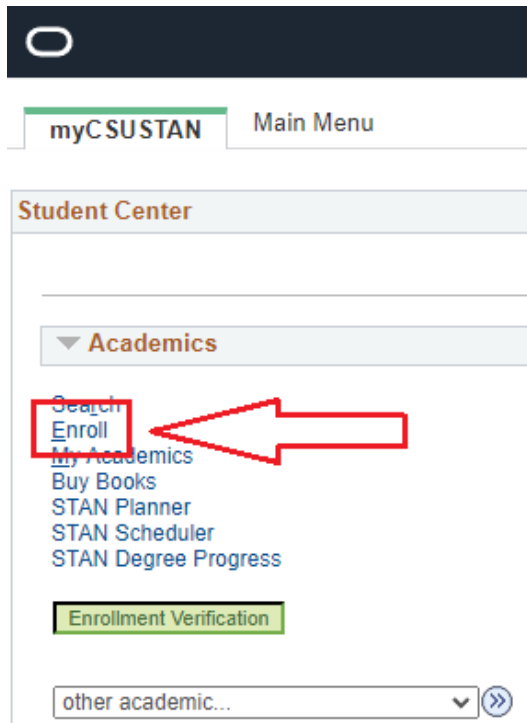
- The class section is full.
- You are on the waitlist for a class section.
- There is a restriction put on enrollment for the class section.
- Consent is required to enroll in the class section.

You can obtain a permission number directly from the class section instructor. Upon receiving a permission number, navigate to the Student Center Enroll Page and add the class using the number.

Note: the permission number an instructor gives you will only work for the specific class section the instructor is teaching.

Adding Classes to the Shopping Cart

Classes are added to the **Shopping Cart** for enrollment via the **Enroll** page. The **Enroll** page is accessible from the **Student Center** Academics menu, as well as from the **Search and My Academics** pages via the tabs at the top of the page.



If prompted, select the **Term** for which you are registering for classes.

Select a term then select Continue.		
Term	Career	Institution
<input type="radio"/> 2022 Fall	Undergraduate	CSU Stanislaus
<input type="radio"/> 2023 Winter	Undergraduate	CSU Stanislaus
<input type="radio"/> 2023 Spring	Undergraduate	CSU Stanislaus

Continue

You may receive friendly reminders from your institution prior to entering the **Add Classes** registration area—please read the messaging and click the confirmation button as necessary.

You will be defaulted to the **Add Classes** page, where you will be able to enter the **Class Nbr** of the class section you intend to enroll in, if you have it. If you do not have the 5-digit **Class Nbr**, you can click the **Search** button to look up available sections of your desired class.

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2023 Spring | Undergraduate | CSU Stanislaus

● Open ■ Closed ▲ Wait List

Add to Cart
Enter Class Nbr
 Enter

Find Classes
 Class Search
Search

2023 Spring Shopping Cart
Your enrollment shopping cart is empty.

After entering the **Class Nbr** into the **Enter Class Nbr** field, click the **Enter** button to add the class to your shopping cart.

To use a permission number to add a class you are already on the waitlist for, enter the **Class Nbr** of the waitlisted class into the **Class Nbr** field and continue the process as if you are adding it again to your shopping cart.

If the class you are enrolling in requires an additional section (e.g., a laboratory or activity section in addition to the lecture section), you will be prompted to select a corresponding section for enrollment. Select from the available options according to your personal schedule and then click **Next** to continue with enrollment.

1. Select classes to add - Related Class Sections

2023 Spring | Undergraduate | CSU Stanislaus

MATH 1600 - Statistics

Lecture selected Section 001

MoWeFr 9:00AM - 9:50AM Science Building 104

Open
 Closed
 Wait List

Select Laboratory section (Required): Personalize | View All | First 1 of 1 Last

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	21482	002	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue	<input checked="" type="radio"/>

Utilizing the Permission Number

If a **Permission Number** is necessary for enrollment, enter it in the **Permission Nbr** field prior to continuing with the registration process.

1. Select classes to add - Enrollment Preferences

2023 Spring | Undergraduate | CSU Stanislaus

MATH 1600 - Statistics

Class Preferences

MATH 1600-001 Lecture Open
 MATH 1600-002 Laboratory Open

Permission Nbr

Grading

Units 4.00

Session Regular Academic Session
 Career Undergraduate

Requirement Designation GE Area: B4 Mathematics and Quantitative Reasoning

Enrollment Information

- Completion of MATH 0106, or 0110, or a passing score on the ELM test, or in Eligible Math Category.
- GE Area: B4 Mathematics and Quantitative Reasoning
- Mathematics/Quantitative Reasoning

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWeFr 9:00AM - 9:50AM	Science Building 127	Brian Jue	01/26/2023 - 05/24/2023
002	Laboratory	MoWe 10:00AM - 10:50AM	Science Building 127	Brian Jue	01/26/2023 - 05/24/2023

Review and confirm the information on the **Enrollment Preferences** page and then click **Next** to proceed to the next step and add the section to your **Shopping Cart**.

Be sure to enter the permission number that was given to you for this particular class. Using permission numbers for other class sections will result in an error message stating the permission number has expired or is invalid.

✔ MATH 1600 has been added to your Shopping Cart.

2023 Spring | Undergraduate | CSU StanislausChange Term

● Open ■ Closed ▲ Wait List

Add to Cart

Enter Class Nbr

Enter

Find Classes

Class Search

2023 Spring Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 1600-001 (21481)	MoWeFr 9:00AM - 9:50AM	Science Building 104	B. Jue	4.00	●
	MATH 1600-002 (21482)	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue		●

NOTE: Adding a class to your shopping cart **does not** guarantee or confirm your seat in the class. You must complete the registration process to guarantee a spot in your desired section.

Multiple class sections can be added to your **shopping cart** prior to completing the registration process, but we recommend fully enrolling in a section before continuing to browse the catalog.

To remove a class section from your **shopping cart**, click the **garbage can** icon under the column labeled **Delete** in the **shopping cart**.

2023 Spring Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 1600-001 (21481)	MoWeFr 9:00AM - 9:50AM	Science Building 104	B. Jue	4.00	●
	MATH 1600-002 (21482)	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue		●

Enrolling in Classes

To complete the registration process and secure your seat in your desired class section, click the **Proceed to Step 2 of 3** button below the **shopping cart**.

Add to Cart

Enter Class Nbr

Find Classes

Class Search

2023 Spring Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 1600-001 (21481)	MoWeFr 9:00AM - 9:50AM	Science Building 104	B. Jue	4.00	●
	MATH 1600-002 (21482)	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue		●

Confirm the class information displayed and then click the **Finish Enrolling** button to finalize the registration process. If you wish to go back to the **shopping cart**, click the **Previous** button. If you wish to exit the registration process altogether, click the **Cancel** button.

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2023 Spring | Undergraduate | CSU Stanislaus

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 1600-001 (21481)	Statistics (Lecture)	MoWeFr 9:00AM - 9:50AM	Science Building 104	B. Jue	4.00	●
MATH 1600-002 (21482)	Statistics (Laboratory)	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue		●

You will be taken to a confirmation screen with the results of your enrollment. If you are successfully enrolled in your desired section, there will be a **Green Checkmark** in the **Status** column of the results.

3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

2023 Winter | Undergraduate | CSU Stanislaus

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
ECON 2500	Message: .	✔

If there was a problem in the enrollment process (e.g., a scheduling conflict or a unit load exceeding the maximum limit allowed for a term), a **Red X** will be displayed in the **Status** column

of the results. Details on the enrollment error will be displayed in the **Message** column of the results.

Add Classes






3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

2023 Spring | Undergraduate | CSU Stanislaus

 Success: enrolled		 Error: unable to add class	
Class	Message	Status	
MATH 1600	Error: Unable to complete your request. You do not have access to perform this transaction at this time.		
My Class Schedule		Add Another Class	

The message error will help you identify what needs to be remedied before proceeding with the enrollment.

For questions or assistance, contact Enrollment Services (209) 667-3264