



Frequently Asked Questions

This document outlines general Q & A's – with focus on faculty as the audience:

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QUESTION	ANSWER
<p>Help! Who do I contact if I have PeopleSoft questions? (myCSUSTAN Faculty Center)</p>	<ul style="list-style-type: none"> • For "how to" questions regarding enrollment, class schedule, class roster, etc. please contact Enrollment Services at 667-3264 • For "how to" questions regarding myCSUSTAN log on, assign or reset password, etc. please contact the OIT Helpdesk at 667-3687 or email helpdesk@csustan.edu
<p>User ID and Password for PeopleSoft (myCSUSTAN Faculty Center:</p> <ul style="list-style-type: none"> • What is the User ID and password? 	<ul style="list-style-type: none"> • The User ID is the beginning of your University email address up to the @ sign. Example jbond1. The password is your university email password.
<p>What Functions are available in myCSUSTAN Faculty Center?</p>	<ul style="list-style-type: none"> • View class schedule • Search class schedule • View, print, and download class rosters • View Class Permission Numbers • Email a portion or entire class • Enter grades and print grade rosters • Advising functions <ul style="list-style-type: none"> ○ Address and Telephone ○ Students' Schedules ○ View Student To Do List • Coming in the future • Academic Information • View Grades • View Unofficial Transcript • Degree Progress • Transfer Credit Report
<p>Class Rosters and Grade Rosters – hard copy:</p> <ul style="list-style-type: none"> • Will departments continue to receive class rosters 	<p>Yes. Enrollment Services will continue to provide hard copy class and grade rosters as they have in the past.</p>



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and grade rosters in hard copy?	
<p>Grade Rosters:</p> <ul style="list-style-type: none"> If I use myCSUSTAN Faculty Center to enter grades online, do I still need to turn in a hard copy grade roster. 	<ul style="list-style-type: none"> No. Either use the myCSUSTAN Faculty Center to enter grades online OR provide the grades on hard copy grade roster. Please do not do both!
<p>Grade Options – change of grade option by Students:</p> <ul style="list-style-type: none"> Scenario: if a student initially requests CR/NC, but later decides for a letter grade, can the instructor just give the letter grade or are there forms/permissions, etc. required? 	<ul style="list-style-type: none"> Students may choose the grade option for the course, if relevant for that class, at any time through census date. If the student chooses to change their grade option after the census date, but before the last day of the course, they may do so only by permission of the instructor (some faculty do not allow this). To record the change of grade option, the student must obtain an Add Form, check the grading option box, and have the instructor sign it, and turn in to Enrollment Services. Only grades valid for the grade option for which the student has enrolled will be available to assign to the student. If faculty assign a grade NOT valid for the student's enrolled grade option, an RD will be posted, and the faculty must submit a grade change card.
<p>Permission Numbers:</p> <ol style="list-style-type: none"> What are Permission Numbers? Who generates Permission Numbers? Is it required for faculty to use permission numbers? How many permission numbers are generated for each class/section? What happens when a faculty member runs out of permission numbers? When will permission numbers start being used? How will faculty gain access to permission 	<ol style="list-style-type: none"> Permission numbers are an electronic authorization given to students to add a closed or restricted class and can be used instead of Add Forms. Enrollment Services (ES) generates 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 using the Class Roster in myCSUSTAN Faculty Center. No, this is not required, but it is desired to make the process more efficient and minimize use of paper Add forms. 30 permission numbers are created as a default. If a faculty member runs out of permission numbers, s/he can contact Enrollment Services (667-3264) for additional numbers. Fall 2008. Permission numbers are available for each section via the <u>class roster icon</u> in myCSUSTAN faculty



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<p>numbers?</p> <p>8. How will faculty track permission numbers used?</p> <p>9. Scenario 1: If a class does not <u>have a waitlist</u>, but the <u>class session has already started</u>, in order for a student to add a class will they need a permission number or signed Add Form, or student can just add the class as long as there is space open?</p> <p>10. Scenario 2: Class has a capacity of 30 and 30 students are enrolled with 5 on the waitlist. If for example 5 students decide to drop the class, will the faculty need to give permission numbers to the waitlisted students? Or can students just add themselves in the 5 open seats.</p>	<p>center.</p> <p>8. Faculty can print (or download) the permission numbers and track which ones have been given to students. Once the student registers using the permission number, the student's name will be seen in the system with that permission number.</p> <p>9. Just as we have in prior terms, if a class has space available, with no waitlist, the student may add the class through the last day of the open add period (which is the 10th day of classes for Fall/Spring), and may add through census date with a signature from the instructor (permission numbers are only scheduled to work through the 10th day of instruction--this is because of a \$10 late fee that must be assessed manually for the late add). We are hoping to automate the Late Add fee, which will allow us to use the Permission Numbers up through Census.</p> <p>10. No student may add a class that has waitlisted students unless they have a permission number or signed Add Form. If there is a waitlist, it does not allow students to add—it makes all students go on the waitlist until the first day of the term. Waitlisting is not an option once the term begins.</p>
<p>IW's: How do I process IW's?</p>	<ul style="list-style-type: none">• IW's should be processed as you have in the past by marking the IW on a hard copy class roster and submitting to Enrollment Services <u>by the Census date.</u>
<p>Pre-Reqs: How do pre-requisites work?</p>	<p>Pre-reqs works <u>exactly as it did in the old</u> system. The way it worked and works right now is as follows:</p> <ul style="list-style-type: none">• If Banner (old system) was checking for a particular pre-req on a class (class level or major), then PeopleSoft (new system) is checking for that pre-req (these are mainly on upper division courses). Units for classes that are In-Progress are included to determine if the student meets the class level requirement, just as Banner did.• Banner did not check to see if students had taken <u>specific courses</u> that were pre-reqs, so as of right now, PS doesn't either. There is opportunity to improve this process in the future.