REVISION CONTROL

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Review/Approval History

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This document is published as a baseline guide. Page shots may reflect campus specific information, provided as examples only. Any questions concerning this document should be addressed to the CMS SA team.
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Section 1  CSU Permission Number Modification Setup Guide

The following Sections give a detailed description of how to setup and use the CSU Permission Number Modification. This modification adds three fields to the Class Permission Numbers page and PeopleCode to the Enrollment Request Pages (initiated when and internal or self service request is submitted through the enrollment engine using a permission number).

Section 2  CSU Permission Numbers Setup

2.1  Class Permission Numbers Setup

Page Name:  Class Permission Numbers

Navigation:  Manage Student Records → Establish Courses → Use → Class Permission Numbers

2.1.1  Considerations

This is an example of the Class Permission Numbers entry prior to any Permission numbers being assigned to a class. Please note that your class sections must be setup to use Permission Numbers; you cannot use this modification if your campus has elected to use Student Specific Permissions.
2.2 Entering Class Permission Numbers

As part of the CSU Class Permission Number modification, three fields have been added to this page. These three fields are activated when the Assign More Permission field is used to identify the number of permission numbers that should be created for each section (*Note: The batch process will also create these numbers). When a permission number is used with the delivered functionality, the enrollment engine automatically overrides three things data elements: Academic Career, Class Limits and Requisites. This modification will enable the campus to block the automatic override of 1, 2 or all 3 of those fields when a permission number is used during an enrollment transaction.

Page Name: Class Permission Numbers

Navigation: Manage Student Records → Establish Courses → Use → Class Permission Numbers

![Image of PeopleSoft interface showing the Class Permission Numbers page]
2.2.1 Considerations

The fields added to this page are: 1. Don’t Override Academic Career, 2. Don’t Override Class Limit and 3. Don’t override Requisites. Each individual permission number can be setup to “Not” override whatever combination of fields that you decide to identify. You can leave all of the fields unchecked or any combination of those fields checked.
2.3 Enrollment Transactions – Back Office

Page Name: Enrollment Request – Back Office

Navigation: Manage Student Records → Manage Academic Records → Use → Enrollment Request

![Enrollment Request Page](Image)

- **Enrollment Request ID:** 0000000000
- **User ID:** NAARMCIN
- **Status:** Pending
- **Sequence No:** 1
- **Class No:** 1034
- **Action:**
  - Override Action Date
  - Wait List Okay
- **Related Class 1:**
- **Related Class 2:**
- **Instructor ID:**
- **Repeat Code:**
- **Transcript Note:**

- **Override Options:**
  - Grading Basics
  - Units Taken:
  - Designation:
  - Permission Note: 418530

- **Additional Overrides:**
  - Assignment
  - Course
  - Class Limit
  - Class Links
  - Time Conflict
  - Unit Load

- **Drop This Class If Enrolled:**

- **Error Messages:**

- **Message Sequence:**
- **Severity:**
- **Last Update Date/Time:**

![Save](Image)
After hitting the Submit Button to run the Enrollment Transaction, notice that the permission number (418530) has been blanked out and the checkboxes for the three fields are blank as well. The delivered Permission number functionality would have left the Permission Number in the field and the Check boxes for Career, Class Limit and Requisites would have been checked on and the enrollment transaction would have overridden those elements.
2.3.1 Considerations

The three check boxes have been checked on the Class Permission Numbers setup for this Permission Number (964018) has forced the check boxes on the Enrollment to be off (Don’t Override). The enrollment engine will now take into account those items as it processes the enrollment transaction and not automatically override them.

2.4 Enrollment Transactions – Self Service

Permission number created and desired check boxes selected:
The Student enters the class number on the Enroll in a Class page and the permission number on the Class Enrollment Options page:

**Class Enrollment Options**

Complete the information where applicable.

- **Class No.:** 1011  ART  116  Graphic Arts
- **Course Career:** Undergraduate
- **Academic Session:** Regular Academic Session
- **Class Section:** 20  Lecture
- **Class Permission Nbr.:** 009286
- **Units:** 3.00
- **Grading Option:** Graded

[Submit]  [Cancel]
If the Permission number has already been used (even if the enrollment request was not a success), is invalid (for that class or term) or expired, the following dialog box will display:

![Permission Number Dialog Box]

If the permission number is valid and available, the system will accept it in the Class Permission Nbr field.
From the Add Classes page, the student clicks the Submit button to process the request:

### 2.5 Reviewing the Results

**Page Name:** Class Permission Numbers  
**Navigation:** Manage Student Records → Establish Courses → Use → Class Permission Numbers

![Image of the PeopleSoft interface showing Class Permission Numbers with a table and options for assigning permissions.](image)
2.5.1 Considerations

After a Permission Number is used in an enrollment request (even if the request was not a success), the Class Permission Numbers page is updated with the status changed to used, the date, Id and name of the student.