



## **CSU Permission Number Modification**

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**DRAFT**

## REVISION CONTROL

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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 an 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

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Home Help Sign Out

Home > Manage Student Records > Establish Courses > Use > Class Permission Numbers [New Window](#)

### Class Permission Numbers

Course ID: 000059 Course Offering Nbr: 1  
 Academic Institution: Test University  
 Term: Fall 2004 Undergrad  
 Subject Area: ART ART  
 Catalog Nbr: 207 Auto Create Test 2

**Class Permissions** [View All](#) First [1](#) of 2 [Last](#)

Session:	1	Regular Academic Session	Class No:	1034	Class Status:	Active
Class Section:	1					
Component:	Lecture					
Class Type:	Enrollment Section					
Default Date:	12/16/2004					

☐ Student Specific Permissions

Assign More Permission:

Save Return to Search Next in List Previous in List

#### 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**

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### Class Permission Numbers

Course ID: 000059 Course Offering Nbr: 1  
 Academic Institution: Test University  
 Term: Fall 2004 Undergrad  
 Subject Area: ART ART  
 Catalog Nbr: 207 Auto Create Test 2

**Class Permissions** View All First 1 of 2

Session: 1 Regular Academic Session Class No: 1034 Class Status: Active  
 Class Section: 1  
 Component: Lecture ☐ Student Specific Permissions  
 Class Type: Enrollment Section  
 Default Date: 12/16/2004  Assign More Permission:

Seq #	Number	Use Dt	Expire Dt	Perm Type	ID	Don't Ovr Career	Don't Ovr Class Limit	Don't Ovr Requisites		
1	418530	Not Used	12/16/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-
2	933317	Not Used	12/16/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-
3	258827	Not Used	12/16/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-
4	253273	Not Used	12/16/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-
5	470564	Not Used	12/16/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

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### Class Permission Numbers

**Course ID:** 000059 **Course Offering Nbr:** 1  
**Academic Institution:** Test University **Undergrad**  
**Term:** Fall 2004 **ART**  
**Subject Area:** ART **Auto Create Test 2**  
**Catalog Nbr:** 207

**Class Permissions** View All First 1 of 2

**Session:** 1 Regular Academic Session **Class No:** 1034 **Class Status:** Active  
**Class Section:** 1  
**Component:** Lecture ☐ Student Specific Permissions  
**Class Type:** Enrollment Section  
**Default Date:** 12/16/2004 **Assign More Permission:** 5

Seq #	Number	Use Dt	Expire Dt	Perm Type	ID	Don't Ovr Career	Don't Ovr Class Limit	Don't Ovr Requisites		
1	418530	Not Used	12/16/2004	A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
2	933317	Not Used	12/16/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
3	258827	Not Used	12/16/2004	A		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
4	253273	Not Used	12/16/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
5	470564	Not Used	12/16/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Save Return to Search

### 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

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Home Help Sign Out

Home > Manage Student Records > Manage Academic Records > Use > Enrollment Request [New Window](#)

### Enrollment Request

000020330 Rubble,Barney Test University  
Undergraduate Undergraduate Fall 2004

Enrollment Request ID: 0000000000 Status: Pending [Submit](#)  
User ID: NALARCON [Operator Enrollment Access](#)

**Enrollment Request Details** View All First 1 of 1 Last

Sequence Nbr: 1 Pending

Action:  Action Reason:    
☐ Override Action Date Action Date:   
☐ Wait List Okay

Class Nbr:   ART 207 1 Lecture Auto Create Test 2  
Regular Academic Session Undergraduate

Related Class 1:    
Related Class 2:    
Instructor ID:   
Repeat Code:   [Transcript Note](#)

**Override**

☐ Grading Basis:  Graded Grade Input:    
☐ Units Taken:  Course Count:   
☐ Designation:  RD Grade:   
☐ ☐ Take Requirement Designation  
☐ Permission Nbr:

**Additional Overrides**

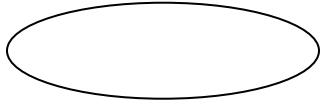
☐ Appointment ☐ Career ☐ Class Limit ☐ Class Links  
☐ Requisites ☐ Service Indicator ☐ Time Conflict ☒ Unit Load

Drop This Class if Enrolled:

**Error Messages**

Message Sequence:	Severity:	Last Update DateTime:
-------------------	-----------	-----------------------

[Student Appointments](#) [Study List](#) [Term History](#)





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.

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Instructor ID:

Repeat Code:

[Transcript Note](#)

**Override**

☐ Grading Basis:  Graded

☐ Units Taken:

☐ Designation:

☐ Take Requirement Designation

☐ Permission Nbr:

**Grade Input:**

**Course Count:**

**RD Grade:**

**Additional Overrides**

☐ Appointment ☐ Career ☐ Class Limit ☐ Class Links

☐ Requisites ☐ Service Indicator ☐ Time Conflict ☐ Unit Load

**Drop This Class if Enrolled:**

**Error Messages**

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**Class Permission Numbers**

Course ID: 000059 Course Offering Nbr: 1

Academic Institution: Test University

Term: Fall 2004 Undergrad

Subject Area: ART ART

Catalog Nbr: 207 Auto Create Test 2

**Class Permissions** [View All](#) First 1 of 2

Session: 1 Regular Academic Session Class No: 1034 Class Status: Active

Class Section: 1

Component: Lecture ☐ Student Specific Permissions

Class Type: Enrollment Section

Default Date: 12/16/2004

Assign More Permission:

Seq #	Number	Use Dt	Expire Dt	Perm Type	ID	Don't Ovr'd Career	Don't Ovr'd Class Limit	Don't Ovr'd Requisites		
1	967864	Not Used	12/16/2004	A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	657612	Not Used	12/16/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	513626	Not Used	12/16/2004	A		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	199011	Not Used	12/16/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	903805	Not Used	12/16/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



### 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:

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#### Class Permission Numbers

Course ID: 000059 Course Offering Nbr: 1  
 Academic Institution: Test University  
 Term: Fall 2004 Undergrad  
 Subject Area: ART ART  
 Catalog Nbr: 207 Auto Create Test 2

**Class Permissions** View All First 1 of 2

Session: 1 Regular Academic Session Class No: 1034 Class Status: Active  
 Class Section: 1  
 Component: Lecture ☐ Student Specific Permissions  
 Class Type: Enrollment Section  
 Default Date: 12/16/2004 Assign More Permission:

Seq #	Number	Use Dt	Expire Dt	Perm Type	ID	Don't Ovr Career	Don't Ovr Class Limit	Don't Ovr Requisites		
1	967864	Not Used	12/16/2004	A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
2	657612	Not Used	12/16/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
3	513626	Not Used	12/16/2004	A		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-
4	199011	Not Used	12/16/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-
5	903805	Not Used	12/16/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

Save Return to Search

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 Nbr:

1013    ART    116    Graphic Arts

Course Career:

Undergraduate

Academic Session:

Regular Academic Session

Class Section:

20    Lecture

Class Permission Nbr:

659566

If class requires permission to enroll, enter Permission Number.

Units:

3.00

Grading Option:

Graded

OK

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:

The screenshot shows the 'Class Enrollment Options' dialog box. It contains fields for Class Nbr (1013 ART 116), Course Career (Undergraduate), Academic Session (Regular Academic Session), Class Section (20 Lecture), Class Permission Nbr (059566), Units (3.00), and Grading Option (Graded). An error message box from Microsoft Internet Explorer is overlaid on the dialog, stating 'Class Permission Number Invalid/Used/Expired' with an 'OK' button.

If the permission number is valid and available, the system will accept it in the Class Permission Nbr

The screenshot shows the 'Class Enrollment Options' dialog box with the same fields as the previous one, but the Class Permission Nbr is now 733817. The error message box is no longer present. The 'OK' and 'Cancel' buttons are at the bottom.

field:

From the Add Classes page, the student clicks the Submit button to process the request:

**Enrollment**

**Add Classes** Spring 2003

Scott Jones  
Undergraduate Test University

To add a class to your schedule, enter the Class Number in the Class Nbr field, or click the lookup button to view the schedule of classes. Enter one or more Class Numbers. To add more than 6 Class Numbers, click ADD ANOTHER CLASS.

After you have selected all the classes you want to add, click the SUBMIT button.

Verify your add was successful by checking the Add Status column.

**Submit**

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status	
1013	ART 116	20	3.00	Graded	Pending	<b>Delete</b>
			0.00		Pending	<b>Delete</b>
			0.00		Pending	<b>Delete</b>
			0.00		Pending	<b>Delete</b>
			0.00		Pending	<b>Delete</b>

## 2.5 Reviewing the Results

**Page Name: Class Permission Numbers**

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

**PeopleSoft**

[Home](#) [Help](#) [Sign Out](#)

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > **Class Permission Numbers** [New Window](#)

**Class Permission Numbers**

Course ID: 000059      Course Offering Nbr: 1  
Academic Institution: Test University  
Term: Fall 2004      Undergrad  
Subject Area: ART      ART  
Catalog Nbr: 207      Auto Create Test 2

**Class Permissions** [View All](#) First 1 of 2

Session: 1 Regular Academic Session      Class No: 1034      Class Status: Active  
Class Section: 1  
Component: Lecture      ☐ Student Specific Permissions  
Class Type: Enrollment Section  
Default Date: 12/16/2004      Assign More Permission: ☐

Seq #	Number	Use Dt	Expire Dt	Perm Type	ID	Don't Ovr Career	Don't Ovr Class Limit	Don't Ovr Requisites	
1	967864 Used	02/27/2004	12/16/2004	A	000020330 Rubble,Barney	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>+</b> <b>-</b>
2	657612 Not Used		12/16/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>+</b> <b>-</b>
3	513626 Not Used		12/16/2004	A		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>+</b> <b>-</b>
4	199011 Not Used		12/16/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>+</b> <b>-</b>
5	903805 Not Used		12/16/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>+</b> <b>-</b>

### 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.