1.0 Viewing Waitlist History on the Class Roster NEW

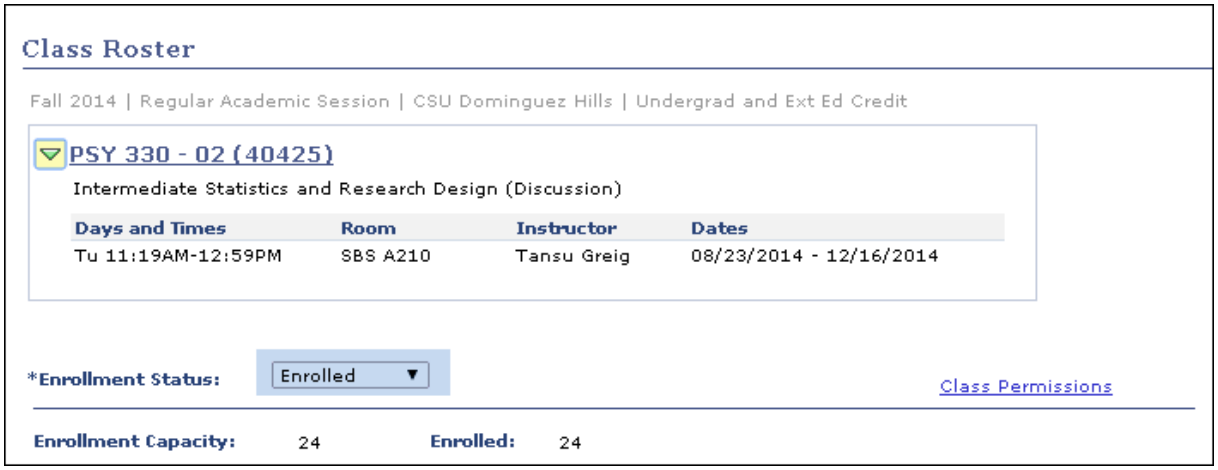
For the Fall/Spring terms, the class waitlists are purged and all distributed permission numbers expire at midnight before the first day of classes. In the past, a paper copy of the roster was distributed to faculty via their Deans office, so the WL History could be used as a tool to assist faculty in determining priority enrollment for available seats in their classes once the term begins.

In an effort to expedite access to this roster for faculty who choose to utilize it, it will now be accessible electronically through the Class Roster page of PeopleSoft after the purge occurs. The roster also includes additional information to help instructors decide whom to give permission to add the class.

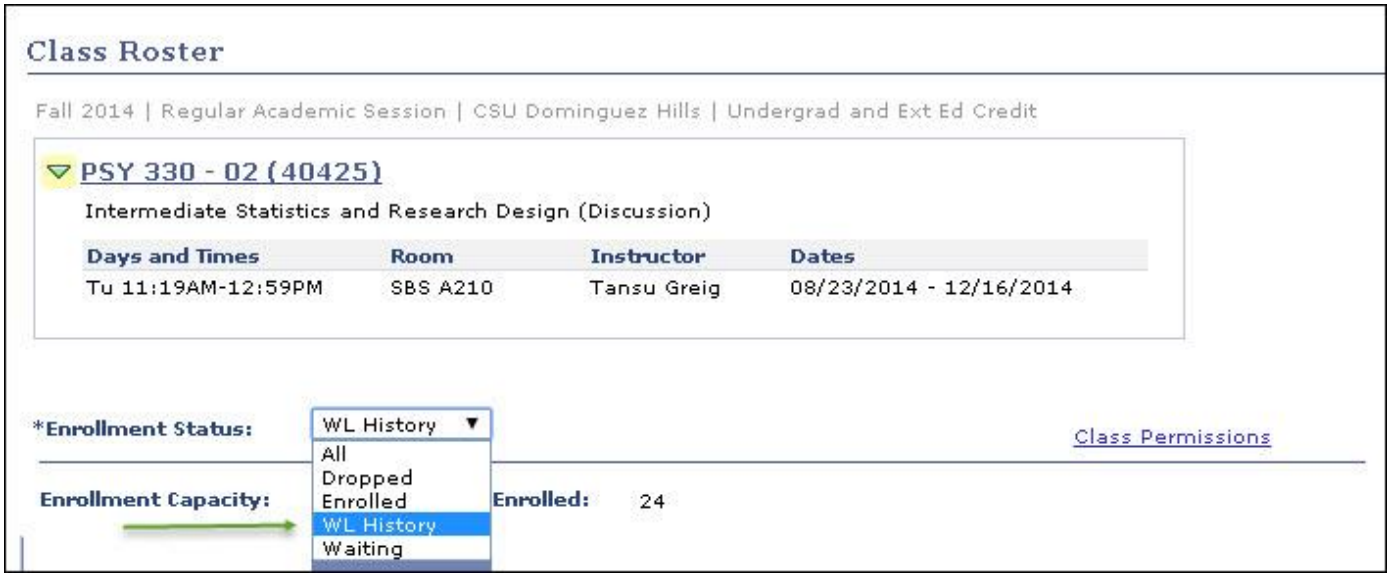
To view the new Waitlist History roster, follow the navigation below.

Navigation: Main Menu> Self Service > Faculty Center > Class Roster

The Class Roster initially displays a list of students with *Enrolled* enrollment status.



1) Select *WL History* from the drop-down menu for the Enrollment Status: field, as below:



The WL History Roster displays pertinent information about the students waitlisted for the class section, which may help faculty decide whom to give permission to add the class. This information on the WL History Roster is a snapshot of the WL as it existed prior to the purge of the waitlists, and is therefore static.

Name	Program - Plan - Subplan	Academic Level	Status Note	Section Conflict	Time Conflict	Degree Checkout Status
Jimenez,Marcos	UGRD Degree and Certificates - Psychology	Junior	Pos # 1	☐	☐	
Greer,Mercedes Licole	UGRD Degree and Certificates - Psychology	Junior	Pos # 2	☐	☐	
Yurcisin,Alexandria Kenyon	UGRD Degree and Certificates - Psychology	Freshman	Pos # 3	☐	☐	
Borne,Erin Lorraine	UGRD Degree and Certificates - Psychology	Freshman	Pos # 4	☐	☐	

New columns on WL History Roster:

Column	Value
Program Plan/Subplan	Major or Certificate Program
Academic Level	Freshman, Junior, or Senior
▲Status Note	Student's position on WL before purge.
▲ Section Conflict	If checked, the student is already enrolled in another section of the course
▲ Time Conflict	If checked, the student is already enrolled in another section that conflicts with the days/time of the waitlisted section
▲ Degree Checkout Status	If "Applied," the student has applied or is eligible for Graduation.

▲ Note: The PeopleSoft system does not allow students to enroll into sections that create section or time conflicts within their schedule. When a student has any of these boxes checked on this roster, faculty may still permit them in the class, but should advise the student to drop the class section creating the conflict before trying to enroll in the class using the permission number issued; otherwise the system will not allow them to enroll.

▲ If a student has already applied for Graduation, it is likely that they required the waitlisted class to graduate. Faculty may use this information to aid in their decision to permit as well.

Important:: Instructors are **not required** to use the information in the WL History roster to determine priority enrollment into the class section. The Class Schedule includes a disclaimer that states "*once waitlists have been cancelled and classes have begun, instructors are not required to add students who were waitlisted for the class.*"

If you are unable to access the WL History Roster from a computer in their classroom, you can also print a copy. Printing instructions are detailed in Section 3.0 of this tutorial.

2.0 View and Track Permission Numbers NEW

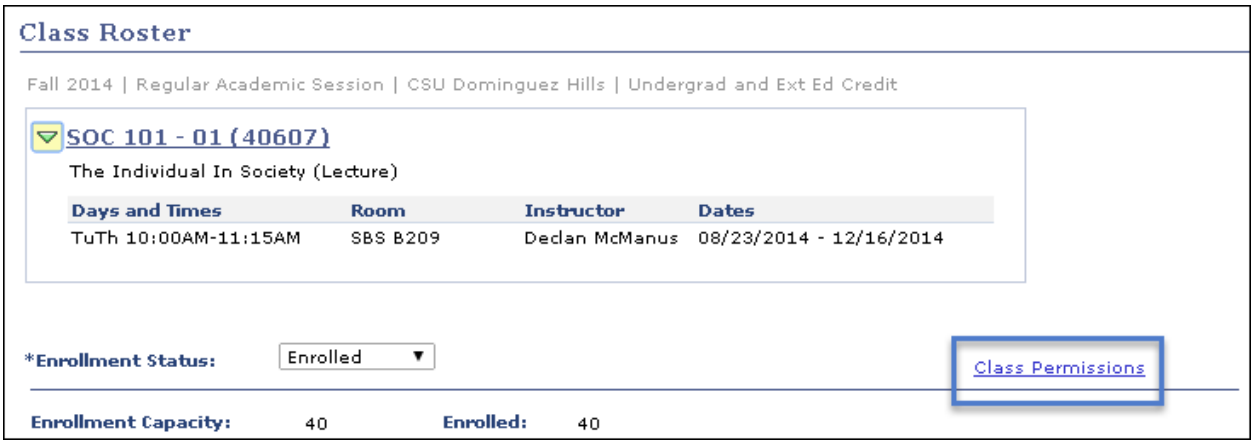
Permission Numbers (PNs) are sets of numbers associated with class sections that allows student to register for classes. During Regular Registration, students registering for classes that require department consent must obtain a PN from the department or class instructor to enroll in the section. When the add/drop period starts, all existing PNs are expired. New PNs are created on the first day of classes (Late Registration begins) and are required to add ALL classes.

This section covers how to view the PNs generated for a particular class section, and how to track PNs that have been issued.

2.1 View Available Permission Numbers

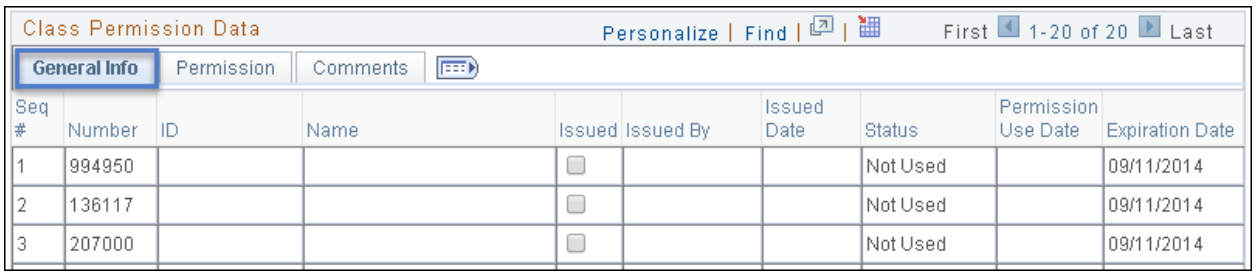
Navigation: Main Menu> Self Service > Faculty Center > Class Roster > Class Permissions Link

1) Click on the *Class Permissions* link on the Class Roster page, to the right of the Enrollment Status dropdown.



The system will display the Class Permissions page with pertinent class section information located at the top, and Class Permission Data in the bottom section.

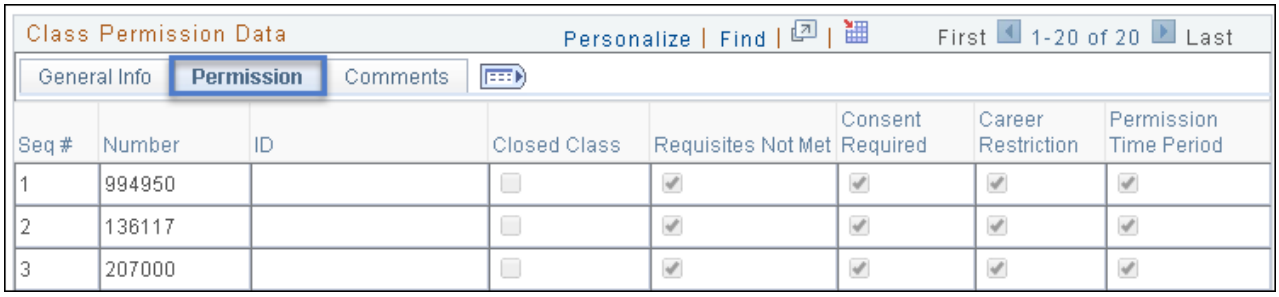
2) Click on the General Info Tab. A list of PNs generated for the class section along with other PN related information is displayed.



Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	994950			☐			Not Used		09/11/2014
2	136117			☐			Not Used		09/11/2014
3	207000			☐			Not Used		09/11/2014

Class Permission Data – General Info Tab

3) Click on the Permission Tab. This displays the override conditions set on the PNs. **These conditions are pre-set and must not be altered.**



Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1	994950		☐	☑	☑	☑	☑
2	136117		☐	☑	☑	☑	☑
3	207000		☐	☑	☑	☑	☑

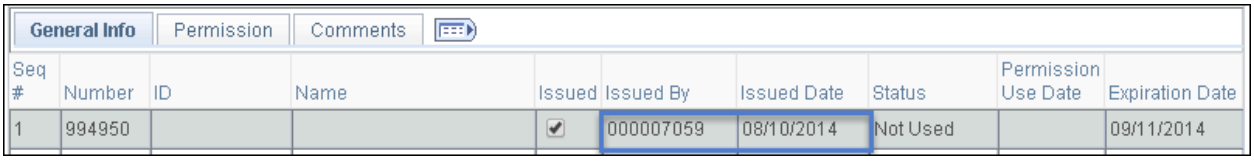
Class Permission Data – Permission Tab

2.2 Track Permission Numbers Issued

Departments and/or faculty now have the ability to track PNs after they are issued to the student.

To track PNs that have been issued, please follow the instructions below.

1) When you have assigned a PN to a student: Go to the *General Info* tab – check the *Issued* box next to that Permission number. Once you have saved the Saved the page, the Issued By and Issued Date will be populated, as below:



Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	994950			☑	000007059	08/10/2014	Not Used		09/11/2014

When the student uses the permission number to enroll for the course, the ID, Name and Use Date are also populated:

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	994950	203079123	Brooks,Alexandria Cie	☑	000007059	08/10/2014	Used	08/10/2014	09/11/2014

2) Go to the *Comments* tab – enter any additional comments in the space provided for that permission number.

Seq #	Number	ID	Comments
1	994950		Issued to 123456789 - Betty Boop
2	136117		write comments here!
3	207000		

3) Click on the *Save* button in the bottom left hand corner to save the data.

3.0 Printing WL History Roster and Permission Numbers

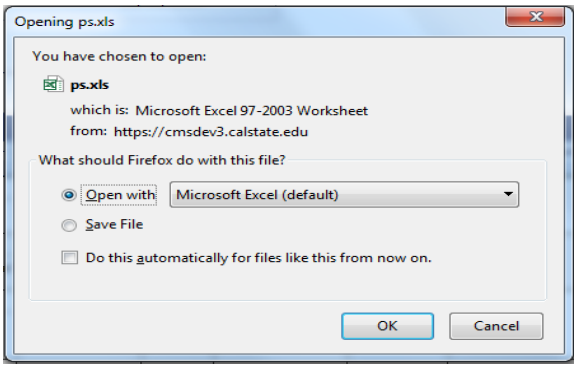
Printing the WL History roster and/or the list of permission numbers generated for a class section may be necessary if a computer is not accessible in the classroom. Please follow the instructions below to print these items.

Printing WL History File:

Navigation: Main Menu> Self Service > Faculty Center > Class Roster

1) Go to the Enrollment Status field and select *WL History* from the drop down menu.
2) Click on the Excel icon located in the top right hand corner of the roster.

3) A new dialog box will display. Select the desired file type to Open or Save the roster. Then click the OK button on the bottom right hand corner.



4) The file will begin to download the roster data and be ready to print.

Printing Permission Numbers Generated for class section:

Navigation: Main Menu> Self Service > Faculty Center > Class Roster > Class Permissions Link

1) Scroll down to the *Class Permission Data* frame.
2) Click on the Excel icon located to the right of the frame.

3) A new dialog box will display like the one above. Select the desired file type to Open or Save the roster. Then click the OK button on the bottom right hand corner.
4) The file will begin to download the list of Permission Numbers and be ready to print.