



CMS Project Team — Business Process Guide

Process: View My Class Rosters & Permission Numbers

Module: Faculty Self Service/Student Records

High Level Description	
Process	View My Class Rosters & Permission Numbers
Module	Faculty Self Service/Student Records
Document Type	Business Process Guide
File Reference	Psshr://Cms/Training, Doc & Support/~Student Administration Documentation/ Student Records/Business Process Guides/BPG_SR_FSS_Faculty_Class_Rosters.doc

Revision Control			
Date	By	Action	Pages
01/30/2006	N Day	Document created	4
04/28/2006	N Day	Document updated for version 8.9	4
01/18/2007	N Day	Document updated for Class Roster Release	4
11/27/2007	A Everett	Document converted to accessible template	4
05/18/2009	A Everett	Document edited for accessibility and usability	5
06/23/2009	J Reeds	Document reviewed and edited	5

Overview

This business process guide demonstrates how to view class rosters and permission numbers in MySJSU (PeopleSoft HSJPRD).

The MySJSU homepage displays.

1. Go to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click the **Login to MySJSU** button.



SJSU HOME » MySJSU » NEWS » EVENTS » DIRECTORY SEARCH GO

San José State University
MySJSU

[Home](#) [About Us](#) [Applications](#) [Technical](#) [Forms](#) [Students](#) [Employees](#) [Job Applicants](#)

SJSU Home : **MySJSU**

[print](#) [email](#)

MySJSU

MySJSU is for current and former students and applicants for admission, as well as all SJSU employees. In the near future, the site will also be used by applicants for SJSU employment. Find important information about your academic or work career, system downtime, procedural updates, documentation, training and support.

Campus News

Last Update: June 30, 2008 - 7:51 a.m.

- [Online Application for Campus Jobs Now Live!](#)
- [Sign up for Alert-SJSU!](#)

System/Technical Updates

Last Update: July 1, 2008 - 9:19 a.m.

- [System Downtime Information](#)

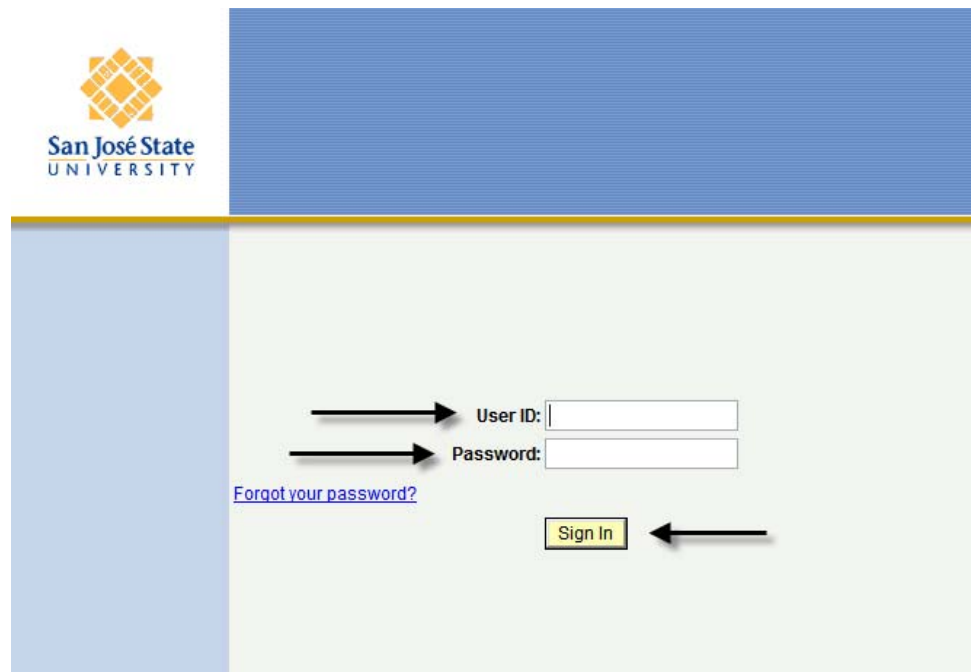
Quick Links


- [MySJSU on Facebook](#)↗
- [Alert-SJSU FAQs](#)
- [Future Student Account Activation](#)
- [Login Information](#)
- [Open University Registration](#)↗
- [PDF Class Schedules](#)
- [Class Search/Browse Catalog](#)↗
- [Campus Resources](#)
- [Whom Do I Contact About...?](#)

The Login page displays.

3. Enter your **User ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, please contact the [CMS Help Desk](mailto:cmshelp@sjsu.edu) via email (cmshelp@sjsu.edu) with your full name and SJSU ID.




San José State
UNIVERSITY

User ID:

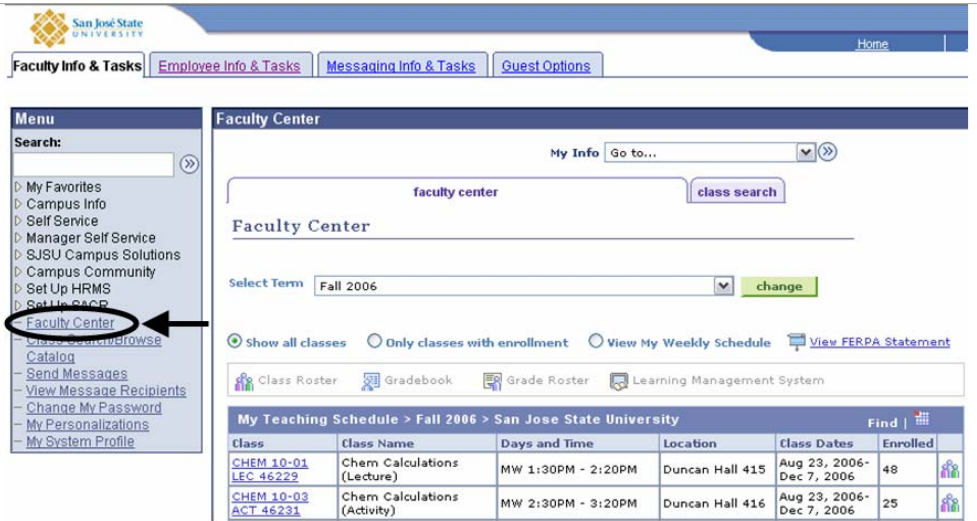
Password:

[Forgot your password?](#)

The Main Menu page displays.

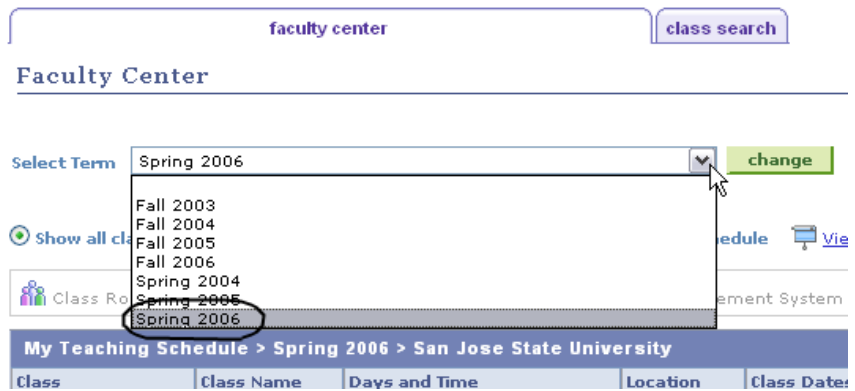
Note: If the Faculty Center displays upon login, proceed to step 2.

1. From the **Main Menu**, click the **Faculty Center** hyperlink.



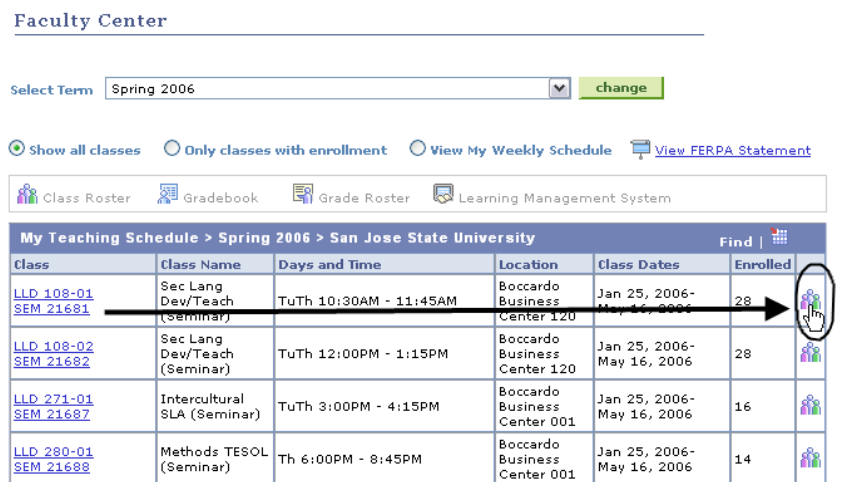
The Faculty Center page displays.

2. Use the **Select Term** drop-down menu to select the **Term** for the class roster(s) you wish to view.



The class(es) display for the term selected.

3. Click the roster icon for the appropriate class.



The Class Roster page displays.

Note: You can use the **Enrollment Status** drop-down menu to select **Dropped** or **Waiting**. This allows you to view students who have dropped the class or students that are on the waitlist for the section.

Class Roster [View FERPA Statement](#)

21681 - LLD 108 - Sec Lang Dev/Teach

Class Roster Information			
Course	LLD 108	Institution	San Jose State University
Title	Sec Lang Dev/Teach	Term	Spring 2006
Class Number	21681	Session	Regular Academic Session
Class Section	01	Career	Undergraduate
Component	Seminar		


Day	Time	Location	Instructor
Tues Thurs	10:30AM 11:45AM	Boccardo Business Center 120	

Enrollment Status: Enrolled

Total Students: 28 Enroll Capacity: 30 [Permission Numbers](#)

- Click the **Download** icon to download the class roster.

Enrolled Students							Customize	Find	View All	First	1-28 of 28	Last
ID	Name	Grading Basis	Units	Program - Plan - Subplan	Academic Level							
1 00	Student Name	Graded	3.00	UGD - Undergraduate Degree - Liberal Studies	Senior							
2 00	Student Name	Graded	3.00	UGD - Undergraduate Degree - Liberal Stud (Teach Prep-Mult)	Junior							
3 00	Student Name	Graded	3.00	UGD - Undergraduate Degree - Liberal Studies	Senior							
4 00	Student Name	Graded	3.00	UGD - Undergraduate Degree - Liberal Studies	Senior							

Enrolled Students [Customize](#) | [Find](#)  | [View All](#) | [First](#) | [Last](#)

ID	Name	Grade	Units	Program and Plan	Level
----	------	-------	-------	------------------	-------

The Class Roster Download page displays.

- View information about the students enrolled in the course and the class permission numbers.

	A	B	C	D	E	F
1	ID	Name	Grade	Units	Program and Plan	Level
2	00	Student Name	Graded	3	UGD - Undergraduate Degree - Liberal Studies	Senior
3	00	Student Name	Graded	3	UGD - Undergraduate Degree - Liberal Stud (Teach Prep-Mult)	Senior
4	00	Student Name	Graded	3	UGD - Undergraduate Degree - Liberal Studies	Senior

Field Descriptions:

- ID:** Displays the student's SJSU ID (found on the back of their Tower Card).
- Name:** Displays the student's last and first name.
- Grade:** Displays the grading basis assigned to the course.
- Units:** Displays the units student will receive for completion of the course.
- Program and Plan:** Displays the student's academic program and major. The student's program indicates such things as if they are matriculated, if the degree program is state or self-supported or if the student is taking classes on or off-campus.
- Level:** Displays the student's grade level.
Note: Level of 50 or EX are Post baccalaureate (2nd Bacc). Level of GR or EX are graduate/credential.

The Class Roster page displays.

- Click the **Permission Numbers** hyperlink.

Class Roster [View FERPA Statement](#)

21681 - LLD 108 - Sec Lang Dev/Teach

Class Roster Information

Course	LLD 108	Institution	San Jose State University
Title	Sec Lang Dev/Teach	Term	Spring 2006
Class Number	21681	Session	Regular Academic Session
Class Section	01	Career	Undergraduate
Component	Seminar		

Day	Tues Thurs	Instructor	
Time	10:30AM 11:45AM		
Location	Boccardo Business Center 120		

Enrollment Status:

Total Students: 28 Enroll Capacity: 30

[Permission Numbers](#)

Enrolled Students Customize | Find | View All | First 1-28 of 28 Last

ID	Name	Grading Basis	Units	Program - Plan - Subplan	Academic Level
----	------	---------------	-------	--------------------------	----------------

The Class Permission Numbers page displays.

- Scroll to the bottom of the page to view the **Class Permission Numbers**.

Class Permission Numbers

Class Permission Numbers Customize | Find | First 1-40 of 40 Last

Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name
1	360108	Used	A	03/31/2005			
2	807120	Not Used	A	03/31/2005			
3	582291	Not Used	A	03/31/2005			
4	311697	Used	A	03/31/2005			
5	839340	Not Used	A	03/31/2005			
6	399489	Not Used	A	03/31/2005			
7	811425	Not Used	A	03/31/2005			
8	500094	Not Used	A	03/31/2005			

Field Descriptions:

- Seq #:** Displays a system-generated sequence number for each class permission number based on the order it was created.
- Number:** Displays a five or six-digit random, system-generated permission number.
- Status:** Displays one of two statuses, **Used** or **Unused**.
- Perm Type:** Displays value of **A**, indicating that the student can add the course. Once a permission number is used, it will display the SJSU ID of the student who used it.
- Expire Date:** Displays the date the permission number will expire (defaults from the **Default Date** above).
- Use Date:** Displays the date the permission number was used.
- ID:** Displays the SJSU ID of the student who used the permission number.
- Name:** Displays the name of the student who used the permission number.