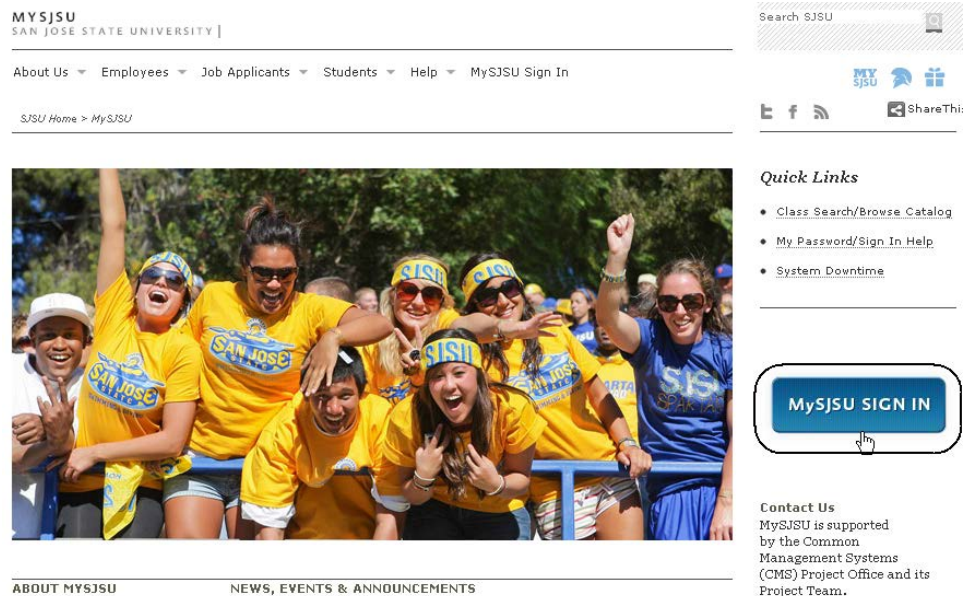


Overview

This guide shows 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 **MySJSU Sign In** button.



The Login page displays.

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

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



The Main Menu and the Faculty Center page displays.

Note: If the Faculty Center does not display, click the Faculty Center link in the main menu.

The screenshot shows the Faculty Center interface. At the top, there are navigation tabs: Faculty Info & Tasks, Student Info & Tasks, My Messages, and Employee Info & Tasks. Below these is a 'Personalize Content | Layout' link. On the left is a 'Menu' sidebar with a search box and a list of links including CSU SA Baseline, Alert-SJSU, Campus Info, Self Service, SJSU Campus Solutions, Campus Community, Set Up SACR, Reporting Tools, Advisor Center, Student Center, Faculty Center, Class Search/Browse Catalog, To Do List, Holds, Other Indicators, View Message Recipients, My Messages, AS Elections, Send Messages, and My Personalizations. The main content area is titled 'Faculty Center' and shows 'Fiona Faculty' with buttons for 'Faculty Center', 'Advisor Center', 'my schedule', and 'class roster'. Below this is a 'Faculty Center' section and a 'My Schedule' section. The 'My Schedule' section shows 'Spring 2012 | San Jose State University' with a 'change term' button. There are also radio buttons for 'Show All Classes' and 'Show En'. At the bottom, there is a table titled 'My Teaching Schedule > Spring 2012 > San Jose State Uni'.

	Class	Class Title	Enrolled	Days & Ti
	ENGL 1A-01 (23128)	Composition I (Seminar)	25	MoWe 7:0
	ENGL 1A-02 (23500)	Composition I (Seminar)	25	MoWe 7:0

- If the term is correct, proceed to step 9.
- If term is incorrect, click **Change Term**.

My Schedule

Spring 2012 | San Jose State University

change term

The Select Term page displays.

- Click the button for the correct **Term**.
- Click **Continue**.

Select Term

The screenshot shows the 'Select Term' page. At the top, there is a 'CONTINUE' button. Below it is a table with the instruction 'Select a term then click Continue.' The table has two columns: 'Term' and 'Institution'. The 'Fall 2011' row is selected with a radio button. A hand cursor is pointing at the 'CONTINUE' button.

Term	Institution
<input type="radio"/> Spring 2012	San Jose State University
<input checked="" type="radio"/> Fall 2011	San Jose State University
<input type="radio"/> Summer 2011	San Jose State University

The classes display for the term selected.


- Click the **Class Roster** icon for the selected class.

Faculty Center


My Schedule

Spring 2012 | San Jose State University [change term](#)

Select display option: Show All Classes Show Enrc

Icon Legend:  Class Ros

My Teaching Schedule > Spring 2012 > San Jose State Unive

	Class	Class Title	Enrolled	Days & Tim
	ENGL 1A-01 (23128)	Composition I (Seminar)	25	MoWe 7:30
	ENGL 1A-02 (23500)	Composition I (Seminar)	25	MoWe 7:30

The Class Roster page displays.

Note: Use the Enrollment Status dropdown menu to select Dropped or Waiting to view students who have dropped the class or who are on the wait list for the section.


Class Roster

Spring 2012 | Regular Academic Session | San Jose State University | Undergraduate

▼ [ENGL 1A - 01 \(23128\)](#) [change class](#)

Composition I (Seminar)

Days and Times	Room	Instructor	Dates
MoWe 7:30AM-8:45AM	Clark Building 316	Fiona Faculty	01/25/21 05/15/21

*Enrollment Status 

Enrollment Capacity

Enrolled Students

ID	Name	Grade Basis	Units	Program - Plan - Subplan
1 00	Student Name	Graded	3.00	UGD - Undergraduate Degree - Undeclared
2 00	Student Name	Graded	3.00	UGRM - Undergraduate Remedial - Pre-Nursing
3 00	Student Name	Graded	3.00	UGRM - Undergraduate Remedial - Undeclared
4 00	Student Name	Graded	3.00	UGD - Undergraduate Degree - Undeclared

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

The Class Roster Download page displays.

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

*Enrollment Status [Class Permissions](#)

Enrollment Capacity 25 Enrolled 25

Enrolled Students						Find	View All	Print	First
ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt		
1	ID	Name	Grade Basis	Units	Program - Plan - Subplan				
2	00	Student Name	Graded	3	UGD - Undergraduate Degree - Undeclared				
3	00	Student Name	Graded	3	UGRM - Undergraduate Remedial - Pre-Nursing				
4	00	Student Name	Graded	3	UGRM - Undergraduate Remedial - Undeclared				
5	00	Student Name	Graded	3	UGD - Undergraduate Degree - Undeclared				

Field Description List: Class Roster Download Page (above)

Field Name	Description
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 whether 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. <i>Note: Level of 50 or EX are Post Baccalaureate (2nd Bacc). Level of GR or EX are graduate/credential.</i>

The Class Roster page displays.

12. Click **Class Permissions**.

Spring 2012 | Regular Academic Session | San Jose State University | Undergraduate

▼ **ENGL 1A - 01 (23128)** [change class](#)

Composition I (Seminar)

Days and Times	Room	Instructor	Dates
MoWe 7:30AM-8:45AM	Clark Building 316	Fiona Faculty	01/23/2012 - 05/15/2012

*Enrollment Status [Class Permissions](#)

Enrollment Capacity 25 Enrolled 25

The Class Permission Numbers page displays.

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

Class Permission Numbers

ENGL 1A - 01 (23128) Composition I (Seminar)

Spring 2012 | Regular Academic Session | San Jose State University | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 7:30AM-8:45AM	Clark Building 316	Fiona Faculty	01/25/2012 - 05/15/2012

Permission Numbers only generate for "Enrollment" sections. Non-enrollment sections (aka related classes) do not produce permission numbers.

If the class is an Enrollment section and a permission list does not appear below, permission numbers have not been generated for this class. Permission numbers generate 24 hours after the class is initially created.

Note: If a permission number indicates "Used", the student should appear in the "Enrolled" list above unless the student has dropped the course.

Class Permission Numbers							
Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name
1	592200	Not Used	A	02/13/2012			
2	135345	Not Used	A	02/13/2012			
3	420000	Not Used	A	02/13/2012			
4	646650	Not Used	A	02/13/2012			

Field Description List: Class Permission Numbers Page (above)

Field Name	Description
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.