

To View and Print Class Rosters, Waitlists, and Permissions

*Note: Permissions are not available to Instructors on the Portal until the Friday prior to classes starting.

Login to the Cal Poly Portal:

Launch Internet Explorer (IE) or Mozilla Firefox for PC users or Safari for Mac users. Your full access pop-up blockers must be disabled.

Type: **my.calpoly.edu** in the address line and Enter.

Enter your **Cal Poly User Name** and **Password** and select **Login**.

Accessing Faculty, Course, and Student Information:

This brings you to the **Home** page or tab.
Select the **Academics** tab.

All Faculty, Staff, and Students have access to this tab. The content within the tab (i.e. portlets) varies depending on an individual's role within the University community (e.g., faculty, staff, new student, continuing student, etc.)

As Faculty, these portlets will be available to you:

1. Faculty Course Info Portlet
2. Printable Course Info Portlet

The **Printable Course Info** Portlet includes:

The ability to access and print lists for **Enrolled Students, Waitlisted Students, Enrolled/Waitlisted Students, Enrolled Student Photos** and **Permissions** (when available) for your classes. The lists may be downloaded as PDF or Excel documents.

To View and Print Your Class Roster, Waitlist, or Permissions

Note: this method provides a listing that includes the student's class (junior, senior, etc), major, and username and is refreshed on a nightly basis.

NOTE: *The actual Permission Numbers and the button to select Permission Numbers will not show until the Friday prior to the beginning of classes and will remain until the end of the add/drop period (the 8th day of classes).*

Within the Printable Course Info Portlet:

1. **Select** the Term (e.g., Fall Quarter 2013) and Course (e.g., CHEM 312-01)
2. **Choose** the Document Type – Enrolled Students (i.e., Class Roster), Waitlisted Students, Enrolled & Waitlisted Students, Permissions or Enrolled Student Photos – if you are the instructor of record for the non-enrollment section of a course (e.g., related lab or activity), you will not see Permission numbers for your non-enrollment section – See the Instructor Permissions section below for more details.
3. **Choose** your preferred format – PDF or TSV (Excel)
4. **Click** download to download the file and either print the list or save the list to your computer

Additionally, this data can be viewed and accessed using real-time data through the **Faculty Center**.

Instructor Permissions

The following are guidelines that apply to the majority of the courses offered at Cal Poly. The exceptions are noted at the bottom of this document. All **enrollment** section classes* require a permission number in addition to the class number in order to enroll from the first day of classes until the end of the add/drop period.

There are three sections in the document:

1. The **top section** shows information about the selected class: Course, Term, Class Number, Units, Days, Times, Location, etc., as well as the enrollment capacity, room capacity and the number of enrolled students. Room capacity limits the course enrollment. Larger classrooms must be secured before the enrollment limit can be adjusted.
2. The **middle section** indicates if the permission number has been used and by whom. All used permission numbers will be filtered to the top of the list with any unused numbers following.
3. The **bottom section** duplicates the permission numbers from the middle section in a format intended to be cut apart and distributed to students. Students should be reminded to use both the class number with the permission number to complete their enrollment in the class. The 'Yes' or 'No' with the permission number indicates whether the permission will override requisites (Yes) or will not override requisites (No). Any system-enforced requisites are noted in the top section of the Instructor Permissions.

Permission numbers are valid until used in a successful enrollment by the individual student. Students may encounter problems when attempting to use permission numbers such as not meeting requisites of a course, attempting to enroll in excess units or may have a time conflict. If an error occurs, the student will receive a message indicating why they are unable to successfully enroll in the course. After resolving the restriction, the permission number can be **reused** to attempt enrollment again. Upon successful enrollment, the permission number will be used and no longer available.

NOTE: Classes that have been set up with Student Specific Permissions will remain from the beginning of registration and throughout the add/drop period. Students with Student Specific Permissions do not need/use Instructor Permission Numbers during the add/drop period, as this permission has been granted through the Department office specifically for those students.

***Enrollment** section classes are the primary component of the course, generally. For example, CHEM 127-01 is a lecture course (the enrollment section) and sections -02 through -05 are labs (the non-enrollment sections). If there is a seat available in a lab section and a student wants to enroll in the lab, they must obtain a permission number from the instructor of the lecture (the enrollment section) that is supporting the corresponding lab section. If a student wants to "swap" lab sections, they must obtain a permission number from the instructor of the lecture. To accomplish the "swap," the student must drop both the existing lecture and lab before re-enrolling into an open seat in the same lecture and the new lab section.

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