

## To View and Print Class Rosters, Waitlists, and Permissions

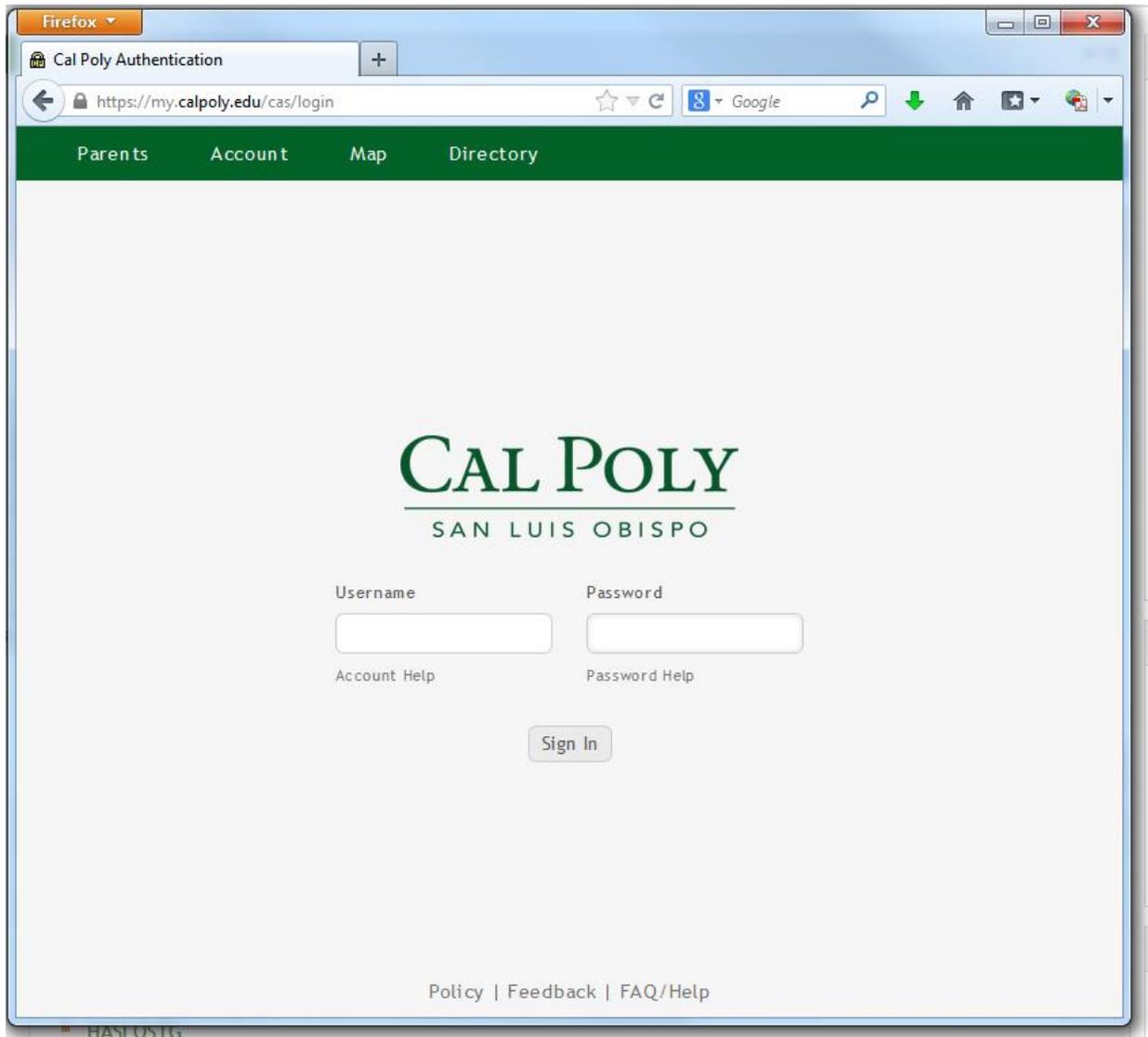
\*Note: Permissions are not available to Instructors until the Friday prior to classes starting.

### 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**.



The screenshot shows a Firefox browser window with the address bar displaying "https://my.calpoly.edu/cas/login". The page features a green navigation bar with links for "Parents", "Account", "Map", and "Directory". The main content area displays the "CAL POLY" logo in green, with "SAN LUIS OBISPO" underneath. Below the logo are two input fields: "Username" and "Password". Underneath the "Username" field is a link for "Account Help", and under the "Password" field is a link for "Password Help". A "Sign In" button is centered below the input fields. At the bottom of the page, there are links for "Policy | Feedback | FAQ/Help".

## 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.)*

The screenshot shows the My Cal Poly Portal interface. The Academics tab is selected and highlighted with a red circle. The main content area is divided into two portlets. The 'Printable Course Info' portlet on the left has a red circle around its title and contains dropdown menus for Term (Fall Quarter 2013), Course (CHEM 312-01), Document Type (Enrolled Students), and File Format (PDF), along with a 'Download' button. The 'Faculty Course Info' portlet on the right has a red circle around its title and contains several links: Faculty Center, Academic Catalog, Class Search, Academic Calendar, Current Final Exam Schedule, and PASS. The PASS link has a sub-link 'PASS Demo' which is also highlighted with a red circle.

As Faculty, these portlets will be available to you:

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

This screenshot is identical to the one above, showing the My Cal Poly Portal Academics tab. The Academics tab is highlighted in red. The 'Printable Course Info' portlet has its title circled in red. The 'Faculty Course Info' portlet has its title circled in red. The 'PASS Demo' link within the PASS section is also circled in red.

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 8<sup>th</sup> 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

Printable Course Info

1. Term:

2. Course:

3. Document Type:

3. File Format:

Show EmplIDs:

4.

Sample of the **PDF**:

Fall Quarter 2013		Class List			
Instructor	Course	Class - Number	Number of Units	Enrollment Capacity	Effective Date
	CHEM 312-01	1521	5.00	54	Nov 19, 2013
	Survey of Organic Chemistry				
Days	Class Time	Building - Room	Room Capacity	Enrolled Students	Waitlisted Students
TR	9:10 AM - 11:00 AM	010 - 0231	56	54	0

No.	Student Name	Student Username (@calpoly.edu)	EMPLID	Major	Class	Units	Status	FERPA	Grade
1				FRSC	Senior	5	Enrolled	No	

## Sample of the TSV (Excel):

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	Fall Quarter 2013	Class List								
2										
3	Instructor	Course	Class Number	Number of Units	Enrollment Capacity	Effective Date				
4		CHEM 312-01Survey of Organic Chemistry	1521	5	54	19-Nov-13				
5										
6	Days	Class Time	Building - Room	Room Capacity	Enrolled Students	Waitlisted Students				
7	TR	9:10 AM - 11:00 AM	010 - 0231	56	54	0				
8										
9	No.	Student Name	Student Username	EMPLID	Major	Class	Units	Status	FERPA	Grade
10		1			FRSC	Senior	5	Enrolled	No	
11		2			AEPS	Junior	5	Enrolled	No	

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.

### Sample of Excel Printout:

Fall Quarter 2013 Instructor Permissions						
Instructor	Course	Class Number	Number of Units	Enrollment Capacity	Effective Date	
	CHEM 312-01Survey	1521	5	54	19-Nov-13	
Days	Class Time	Building - Room	Room Capacity	Enrolled Students	Waitlisted Students	
TR	9:10 AM - 11:00 AM	010 - 0231	56	54		
Course Requisites:						
Prerequisite: CHEM 111 or CHEM 124 or CHEM 127. Not open to students with credit in CHEM 212 or CHEM 216/316.						
Keep this section for your records						
Permission Number	Override Requisite	Status	Date Used	Student ID	Student Name	Student Username
523365	Yes	Used	9/24/2013			
122850	No	Unused				
760905	No	Unused				
920676	No	Unused				
556308	No	Unused				
233554	No	Unused				
295575	No	Unused				
980766	No	Unused				
662694	No	Unused				
928519	No	Unused				
806751	No	Unused				
761572	No	Unused				
924000	No	Unused				
860895	No	Unused				
361119	No	Unused				
860008	No	Unused				
477180	No	Unused				
640740	No	Unused				
603517	Yes	Unused				
638088	Yes	Unused				
477622	Yes	Unused				
194040	Yes	Unused				
570228	Yes	Unused				
590940	Yes	Unused				
889200	Yes	Unused				
Distribute These Permission #'s To Potential Students						
*Note - Permission #'s must be used in conjunction with the class number at the time of enrollment						
Permission Number	Override Requisite	Add/Drop Information				
122850	No	Last day to add a class using this number is 11/20/13				
760905	No	Last day to add a class using this number is 11/20/13				
920676	No	Last day to add a class using this number is 11/20/13				
556308	No	Last day to add a class using this number is 11/20/13				

Sample of PDF cut apart Printout:

Fall Quarter 2013		Instructor Permissions			
Instructor	Course	Class - Number	Number of Units	Enrollment Capacity	Effective Date
	CHEM 312-01 Survey of Organic Chemistry	1521	5.00	54	Nov 19, 2013
Days	Class Time	Building - Room	Room Capacity	Enrolled Students	Waitlisted Students
TR	9:10 AM - 11:00 AM	010 - 0231	56	54	

**Course Requisites:**

Prerequisite: CHEM 111 or CHEM 124 or CHEM 127. Not open to students with credit in CHEM 212 or CHEM 216/316.

Distribute These Permission #'s To Potential Students		
*Note - Permission #'s must be used in conjunction with the class number at the time of enrollment		
Permission Number	Override Requisite	Add/Drop Information
122850	No	Last day to add a class using this number is 11/20/13
760905	No	Last day to add a class using this number is 11/20/13
920676	No	Last day to add a class using this number is 11/20/13

**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.

11/21/2013