Instructor Permissions – Supplemental Information
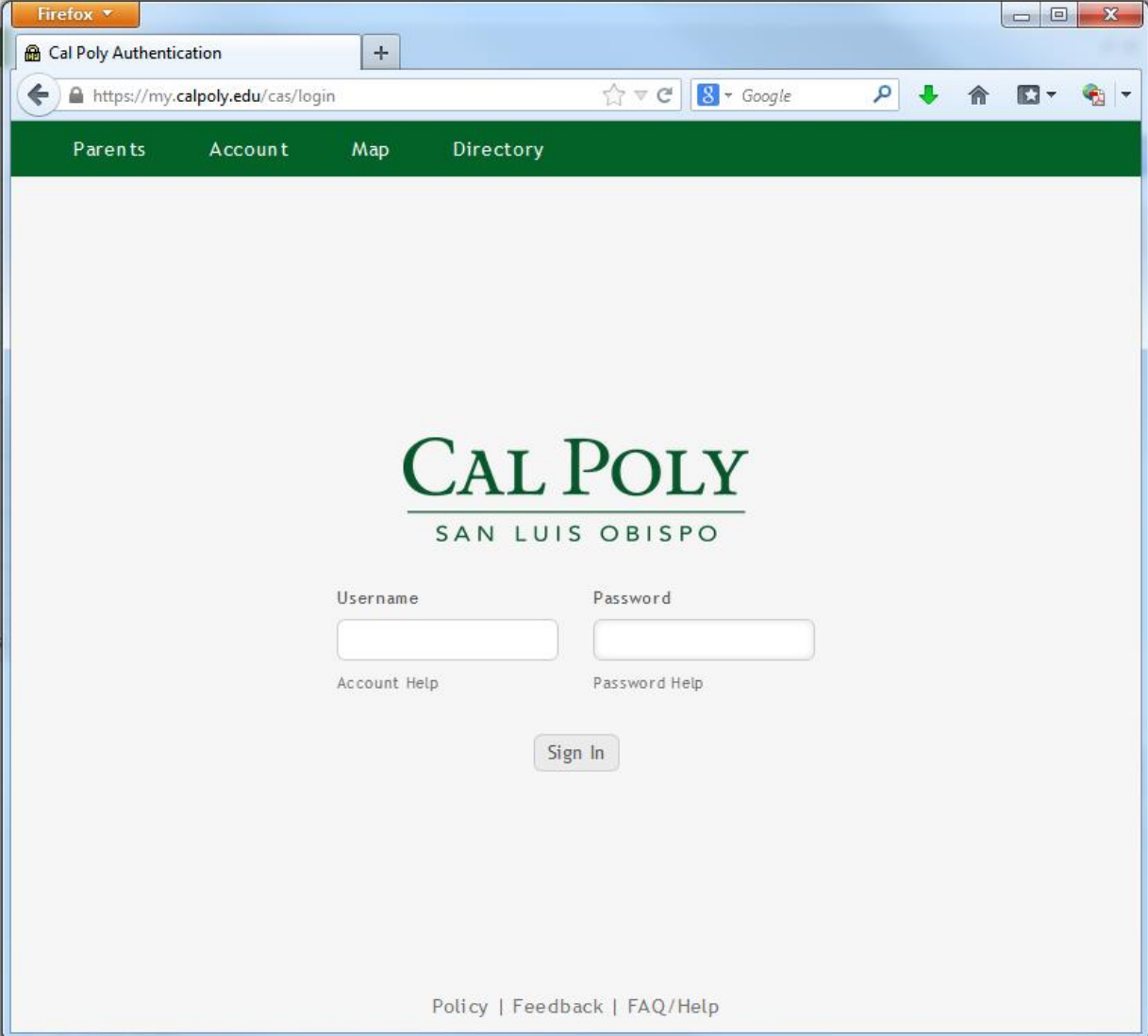
To obtain your Instructor Permissions:

Login to the Cal Poly Portal:

Launch Internet Explorer (IE) or Mozilla Firefox for PC users or Safari for Mac users. For 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 (portlet) 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:

Printable Course Info and **Faculty Course Info**

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.

NOTE: Actual Permissions and the button to select Permissions will not show until the Friday before classes begin.

The portlet defaults to the current term.

NOTE: Permissions are available to Instructors the Friday prior to the beginning of classes until the end of the add / drop period. They will appear on the Printable Course Info portlet when available.

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:

The top portion 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.

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.

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 <u>will override requisites</u> (Yes) or <u>will not override requisites</u> (No). Any system-enforced requisites are noted in the top section of the Instructor Permissions.

Fall Quarter 2013   **Instructor Permissions**

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	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	2013-09-24			
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				

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 for 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