Send an e-mail to the instructor of the course for which you are seeking permission to register with the following information:

- Your name
- Your CougarID number
- The name of the course
- The synonym number of the course

Request the instructor complete the Blackboard Online Registration Instructor Permission Form.

You and the instructor will receive a message after the Permission Form has been processed. Such as:

- Registration for the course was successful.
- Registration for the course was denied due to not meeting the prerequisite.
- Registration for the course was denied due to potential overload (more than 18 credit hours).
- Registration for the course was denied due to a restriction.

Each ‘Registration for the course was denied’ message will include instructions of the next steps to address the issue in question. Please read the e-mail carefully.

All e-mail messages regarding registration via the Blackboard Online Registration Instructor Permission Form are sent to your student e-mail address through CSCC. Please check your student e-mail inbox frequently.