

COLUMBUS STATE

COMMUNITY COLLEGE

**Blackboard Request and Permission Form
Instruction Manual**

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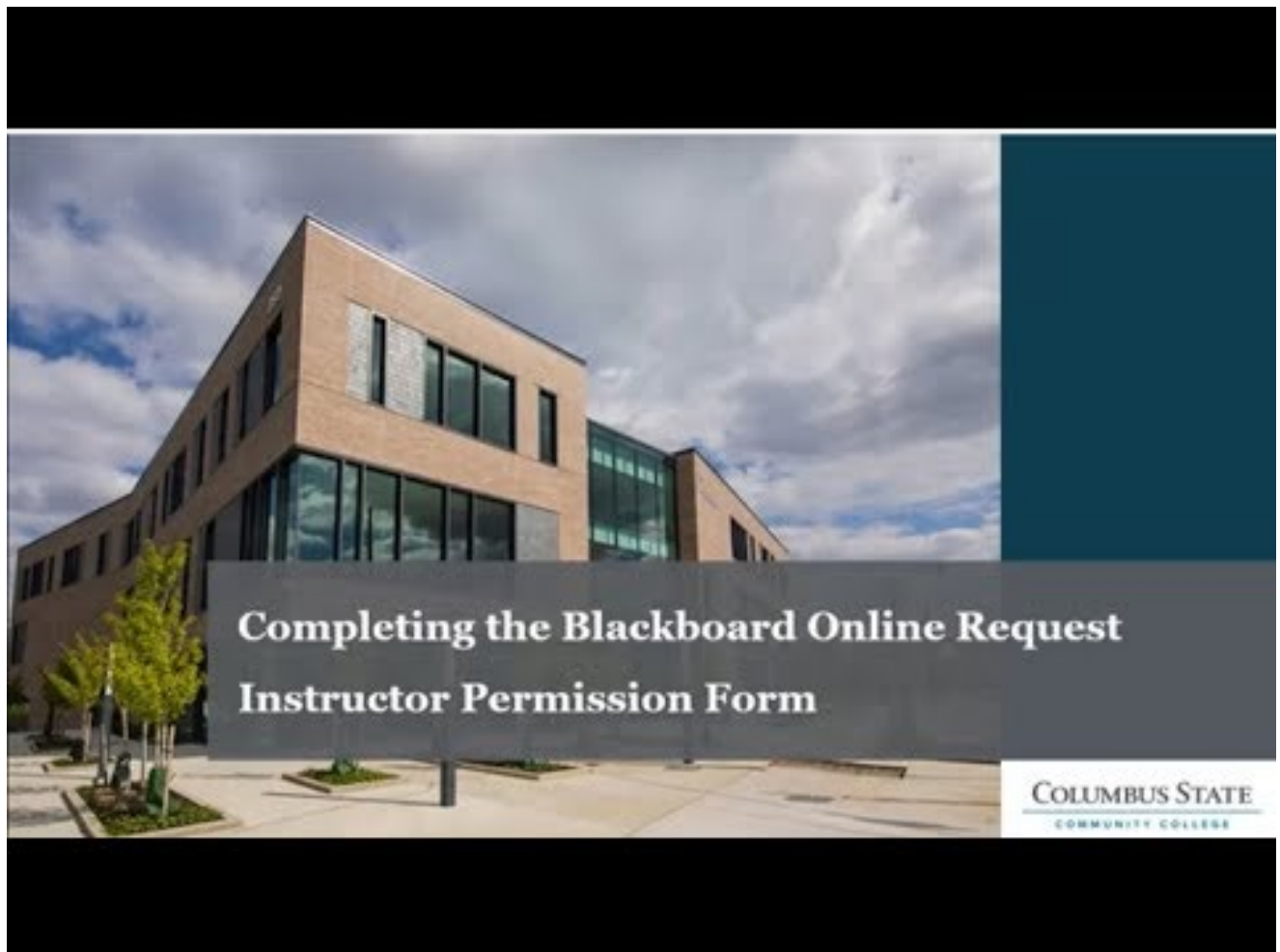
Blackboard Request and Permission Form Instructions

Introduction

Columbus State Community College offers faculty and Chairpersons/Deans on-line registration request options through the Blackboard portal based on the registration scenario. The online registration option reduces the need for paper processing, takes the burden off students, and gives faculty control of their classroom enrollment.

Paper registration forms ([‘Registration Add/Drop Form’](#) and [‘Good as Gold Educational Program Information Form’](#)) may still be presented by students for faculty to complete and will be processed.

However, the online form is the most secure way to register students for courses.



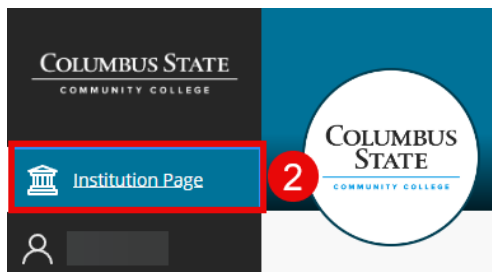
Instructions

#1) Navigate to <http://www.csc.edu>.

#2) In the upper right corner of the page, select the 'Blackboard' link to login using your username and password. If you do not know your username and password, you can discover it at <https://password.csc.edu>.



#3) Once logged into Blackboard, use the navigation bar on the left side of the page and select 'Institution Page.'



#5) Scroll to the bottom of the page until you see the 'Instructor Permission Forms' section and you will see three form options.

Instructor Permission Forms **Form Selection 3**

This form is not for use if the student has missed any instructional time, or for web or blended courses if the term in which the class is offered has already begun. In those cases, a registration exception **must** be authorized and submitted by the **Department Chair or the Dean**.

I Instructor Permission Form ←

Good as Gold Instructor Permission Form
The Good As Gold Registration window opens the first day of the semester. The "NO LATE REGISTRATION" rule does NOT apply. Give permission for students to enroll in Good As Gold. Only for students 60 and older, auditing the course.

G Good As Gold Instructor Permission Form ←

Chair / Dean Registration Exception Authorization Form

Chair/Dean authorization is required for instances where registration is being requested for a student when instructional time has been missed. The Chair/Dean has discussed the special circumstances with the instructor and determined registration for the course is appropriate.

C Chair/Dean Permission Form ←

#6) Select the form you need to complete. If you are unsure which form is appropriate, please refer to the section in this document corresponding with the form type.

Instructor Permission Form

The Instructor Permission Form is a general request to add students into a course and can be completed any time **before instructional time has been missed**. Other reasons include being re-added after being dropped for non-payment, non-participation/non-attendance, accidental drops, or if a prerequisite override is needed.



Web and blended classes are considered “already started” once the semester starts and require instructor permission to be added.

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Instructor Permission Form

ADD COURSES ONLY

Blackboard Online Registration Instructor Permission Form
Please allow up to two (2) business days for the processing of this form

ALL FIELDS REQUIRED FOR PROCESSING
This form is not for use if the student has missed any instructional time. In those cases, a registration exception must be authorized by your Chair or Dean either through Blackboard permission or on the paper Registration Exception Form processed in Student Central.

For this form to be submitted, this box MUST be checked

☐ By checking this box, you are verifying that you are the instructor of the course AND that the student has not missed any instructional time in the requested course and therefore, does NOT require a Chair or Dean authorization.

Required fields are indicated by an asterisk (). Orange fields will auto populate*

* Year:

* Semester:

* Course Synonym:
(example: 12251)

Course Name: Course Type:

Course Section: Start/End:

* Instructor's CougarID:

Instructor's Name:

Instructor's Email:

* Student's CougarID:

Student's Name:

Student not found?
If you get the message 'Student not found' please enter your own Cougar ID in the 'Student's CougarID:' field and type the student name and Cougar ID in the 'Comments' box below.

Student's Email:



To be considered a section change, the class the student is switching into must have the same start and end date as the one they are currently in. Since dropping a course after the 100% refund period and adding a flex term section, for example, would make a student responsible for paying tuition and fees for both courses, this would not be considered a section change.

This registration is a (check one): *(Required)*

☐ New Add

☐ Same Course/Change Section *(e.g. HUM 1111-001 to HUM 1111-012) [sections must be same term]*

* Section number to be dropped:

☐ Same Subject/Change Course *(e.g. MATH 1030-003 to MATH 1050-007) [sections must be same term]*

* Name of course to be dropped:

☐ Change Subject *(e.g. ENGL 1100-002 to BOA 1102-004)*

* Name of subject to be dropped:

☐ Re-add after being dropped for non-payment of fees

☐ Re-add – other *(please include one of the following reasons in the Comments Box below: accidental drop, non-participation or non-attendance)*

☐ PA Prerequisite Authorization *(I verify that the student meets the prerequisite(s) for this course).*

*If the PA Prerequisite Authorization box is not checked and the student does not meet the prerequisites, the registration request will be denied.

Comments:

By submitting this form you are consenting that you have given permission for this student to be added to the class indicated above assuming the student has met the prerequisite(s) for the course, has no past fees due or any other restriction that would prevent adding the course.

Important Mentions

- Instructors should verify that course requirements are met, and seats are available before submitting the form.
- When listing the “Section number to be dropped,” the section number is not the same as the 5-digit synonym number. Only provide the name and section number (Ex: HUM 1111-001).
- Forms submitted ahead of the registration window will not be processed until registration opens for the corresponding term.
- Students who accidentally drop within 24 hours can be added back by Student Central or the Telephone Information Center (TIC).
- Instructor permission **cannot** override registration restrictions added by the Offices of Student Life and Cashiers and Student Accounting.

Good as Gold Instructor Permission Form

The Good as Gold Instructor Permission Form is used to request registration for students meeting the requirements for participation in the Good as Gold Program. Students in this program cannot add courses on their own, and therefore **must** be added via the online or paper Add/Drop form.

-Click [HERE](#) for more information about the Good as Gold Program.

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Instructor Permission Form

ADD COURSES ONLY

Good As Gold Instructor Permission Form

(Only for students over 60 years old that intend to audit the course)
Please allow up to two (2) business days for the processing of this form

ALL FIELDS REQUIRED FOR PROCESSING

Good as Gold students are registered to take the course for audit. Students registered for audit are not taking the course for credit. Faculty members are not obligated to spend office hours and/or evaluate course work for a grade.

Required fields are indicated by an asterisk (). **Orange** fields will auto populate*

* Year:

* Semester:

* Course Synonym:
(example: 12251)

Course Name:

Course Section:

* Instructor's CougarID:

Instructor's Name:

Instructor's Email:

* Student's CougarID:

Student's Name:


Student's Email:

Student not found?
If you get the message 'Student not found' please enter your own Cougar ID in the 'Student's CougarID' field and type the student name and Cougar ID in the 'Comments' box below.

Comments:

(E.g. 'I give permission if the student meets prerequisites'; 'Permission granted if seats available'. Using 0 of 250 characters)

By submitting this form you are consenting that you have given permission for this student to be added to the class indicated above assuming the student has no past fees due or any other restriction that would prevent adding the course.



Important Mentions

- Eligible students are registered for credit courses on a space-available basis for an **audit grade only** and are therefore not required to meet prerequisites.
- Registration does not open until the first day of the term and closes at 20% of course completion.
- Forms submitted ahead of the registration window will not be processed until the semester begins.

Chair/Dean Registration Exception Authorization Form

The Chair/Dean Registration Exception Authorization Form is completed to allow late registration for **students who missed instructional time** and have extenuating circumstances. Adding courses within the first week when instructional time has been missed requires Chair permission. Course adds starting the second week and beyond require Dean permission.

Click [HERE](#) for additional information regarding late registration policy.

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Chair/Dean Permission Form

ADD COURSES ONLY

**Registration Exception Authorization
Chair/Dean Use Only**

Please allow up to two (2) business days for the processing of this form

ALL FIELDS REQUIRED FOR PROCESSING

This form authorizes late registration for students requiring a section change, students with extraordinary circumstances such as a medical emergency, military duties, disability services related needs, or in cases of college error.

Required fields are indicated by an asterisk (). Orange fields will auto populate*

* Year: 2024 ▾

* Semester: Autumn ▾

* Course Synonym:
(example: 12251)

Course Name:

Course Section:

Instructor's Name:

Instructor's Email:

* Student's CougarID:

Student's Name:


Student not found?
If you get the message 'Student not found' please enter your own Cougar ID in the 'Student's CougarID:' field and type the student name and Cougar ID in the 'Comments' box below.

Student's Email:

* Chair's/Dean's CougarID:

Chair's/Dean's Name:

Chair's/Dean's Email:





To be considered a section change, the class the student is switching into must have the same start and end date as the one they are currently in. Since dropping a course after the 100% refund period and adding a flex term section, for example, would make a student responsible for paying tuition and fees for both courses, this would not be considered a section change.

This registration is a (check one): *(Required)*

☐ New Add

☐ Same Course/Change Section *(e.g. HUM 1111-001 to HUM 1111-012) [sections must be same term]*

* Section number to be dropped:

☐ Same Subject/Change Course *(e.g. MATH 1030-003 to MATH 1050-007) [sections must be same term]*

* Name of course to be dropped:

☐ Change Subject *(e.g. ENGL 1100-002 to BOA 1102-004)*

* Name of subject to be dropped:

☐ Re-add after being dropped for non-payment of fees

☐ Re-add – other *(please include one of the following reasons in the Comments Box below: accidental drop, non-participation or non-attendance)*

☐ PA Prerequisite Authorization *(I verify that the student meets the prerequisite(s) for this course).*

**If the PA Prerequisite Authorization box is not checked and the student does not meet the prerequisites, the registration request will be denied.*

Comments:

By submitting this form you are consenting that you have given permission for this student to be added to the class indicated above assuming the student has met the prerequisite(s) for the course, has no past fees due or any other restriction that would prevent adding the course.

Important Mentions

- Instructors should verify that course requirements are met, and seats are available before submitting the form.
- When listing the “Section number to be dropped,” the section number is not the same as the 5-digit synonym number. Only provide the name and section number (Ex: HUM 1111-001).
- Extenuating circumstances are reviewed on a case-by-case basis.
- Chair/Dean permission cannot override registration restrictions added by the Offices of Student Life and Cashiers and Student Accounting.

Troubleshooting Error Messages

These forms are built to ensure each field is completed fully and accurately before submission. To ensure the process goes smoothly, it is crucial to gather all required information **PRIOR** to pulling up the form and entering the information.



Requests that do not match the student's record **CANNOT** be processed (for example, incorrect registration types, section information, etc.). Follow-up emails will be sent to clarify this information, and a new corrected form will likely need to be submitted.

Once the form is submitted, a summary confirmation page will populate for the person (Faculty/Chairperson/Dean) submitting the form. Additionally, an email is sent to the student, instructor (for both Instructor Permission Form and Dean/Chair Request Form) and Chairperson/Dean.

In the event fields are not properly completed, the following error messages will appear along with instructions on how to correct the issue:

Student's Information Not in Blackboard

Student information from Colleague populates into Blackboard on a daily basis. In the event the information has not populated in Blackboard at the time of the registration request, the following error will occur with instructions on how to make the correction:

* Student's CougarID:

Student's Name:

Student not found?
If you get the message 'Student not found' please enter your own Cougar ID in the 'Student's CougarID:' field and type the student name and Cougar ID in the 'Comments' box below.

Fields Not Complete (In General)

The form cannot be submitted unless all required fields are complete.

Registration Type

The specific type of registration **MUST** be selected ("new add," "section change," "course change," etc.). Only one item can be checked. If the type of registration is not chosen, the form cannot be submitted.

Year and Term Field Issues

When two registration windows are open (Ex: student registering for Spring when Autumn registration is still available), an issue may occur in the 'Year' and 'semester' field. To avoid registration issues, ensure the synonym and course information is correct. When the 'Year' and semester fields auto-populate, the incorrect year and semester may appear and will need to be changed to accommodate the request.

FAQs

What do I do if the registration was not processed?

If the registration request was denied, an email will be sent to the student and the instructor with information regarding why it was denied and next steps **for the student to take** or who to contact (*ESO is currently working with IT to also send chairs and deans copies of the resolution emails*). Emails will be sent to the corresponding CSCC email accounts (ex: student.csc.c.edu or csc.c.edu). Most responses will prompt the student to contact the Telephone Information Center for instructions on how to resolve the issue prior to having the instructor resubmit the form.



Please be aware that registration restrictions from the Offices of Student Conduct and Cashiers and Student Accounting cannot be overridden with instructor or chair/dean permission, and registration requests will not be approved until the student has resolved any outstanding issues with the appropriate department.

How long does it take for the registration forms to be processed?

Once the registration form has been submitted, it can take up to two business days for processing, as long as registration for that semester/term is open. **Please do not submit the form multiple times.**

When the registration form is processed, when will students see the course in Blackboard?

It can take 24-48 hours for students to see the course on their Blackboard. However, Blackboard does not become available to students until the Thursday before the start of the semester/first fee payment deadline.

What do I do if a student requests entry back into a class that was dropped for non-attendance or non-participation (NA or NX) by accident?

Instructions for faculty completing the Federal Financial Aid Non-Attendance Reporting are located at <https://www.csc.c.edu/employee/faculty/pdf/ParticipationCensusReportingFacultyGuide.pdf>. Requests to be re-added for this reason can be indicated as “Re-Add-Other” with a note of “non-participation” or “non-attendance” in the comments section of the Permission Form. If you have questions regarding this process, please contact attend_readmit@csc.c.edu via your CSCC email account.