How to Find, Complete and Submit the Blackboard Online Instructor Permission Form

Go to the Columbus State Community College web page at http://www.cscc.edu/

In the upper right side of the page, above the red ‘Quick Links’ menu is the link to Blackboard. Click that link to go to the Blackboard login page.

Input your Novell user name and password to log in to Blackboard:
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Once you are logged in, look to the upper left side of the main page at the lower set of tabs. The third tab is the ‘Instructor Permission Forms’ tab. Click on that tab to go to the Permission Forms page:

At the Instructor Permission Forms page, click on the link below the statement “Give permission for students to enroll in your course...” under the ‘Instructor Permission Form’ heading. This will take you to the submissible form.

Note: The ‘Good As Gold Instructor Permission Form’ is available only during the first 15 days of the semester. This permission form is used for students 60+ years of age who have requested to register to audit a course through the Good as Gold program. This link will not be available after the 15th day of the semester.
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Complete all of the required fields and then select the type of registration transaction. Select the Year and Semester then provide the following information to complete the form:

- Course Synonym Number
- Instructor CougarID Number
- Student CougarID Number

The form will auto-fill all of the fields associated with the above numbers after the number has been typed in to the field. It may take a few seconds for the information to auto-fill. Please review the information completed in the Name and E-mail Address fields for accuracy. The ‘Instructor’s CougarID field will complete the e-mail field only with the instructor’s CSCC e-mail address, also, the Student’s CougarID field will complete the e-mail field only with the CSCC student e-mail address.

![Image of Instructor Permission Form]

- Insert Synonym Number here
- Insert Your CougarID Number here and...
- Insert the Student’s CougarID Number here and...

This will auto-fill with the course name and section number.

This will auto-fill with your information. (Your name and CSCC e-mail address)

This will auto-fill with the student’s information. (Student’s name and CSCC student e-mail address)
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If you have viewed the student’s transcript from another institution, and know that the student meets the prerequisite, you may check the 'PA Prerequisite Authorization' box and the student will be registered with the PA status. This box should be checked only if applicable to the registration. Please inform the student to submit an official transcript to the Records and Registration Department for evaluation.

**Please note that 'Accidently Dropped Course' is to be used only if the student dropped the course via CougarWeb. This is not to be used if the student was dropped for non-payment of fees, or if the student was accidently dropped for non-attendance.

After you have completed the form with the correct information as stated above, and clicked the ‘You have given permission...’ checkbox, click ‘Submit’.

The Records and Registration Department will receive an e-mail with the information from the form which will be processed. Once the form has been reviewed and/or processed you and the student will receive an e-mail informing you of the status of the registration.

If there are any issues with the transaction, you and the student will receive an e-mail telling you of the issue. There are instructions within each e-mail response as to what actions you or the student need to take to correct the issue. Some of those responses are:

- **Missing prerequisite(s)** - the student has not completed the prerequisite(s) or we do not have the prerequisite(s) on file.
- **Scheduling/Time Conflict** - the course submitted through the Blackboard form has a time conflict with the student’s current schedule.
- **Maximum Credit hours** - Registration for this course places the student in unauthorized overload.
- **Student denied due to a restriction** - The student will need to call the Telephone Information Center or come in to the college to inquire about the restriction and learn what needs to be done to end the restriction.