

Blackboard Request and Permission Form Instructions

Columbus State Community College offers faculty and Chairpersons/Deans on-line registration request options through the Blackboard portal, depending on the type of student registration scenario.

This option, through Blackboard, allows faculty and Chairpersons/Deans to make a registration request without completing paper and takes the burden off of students. This also gives faculty control of their classroom enrollment. The easy, interactive registration request process takes only a few minutes to complete.

The three types of on-line registrations requests are:

Chair/Dean Registration Exception Authorization Form
Instructor Permission Form
Good as Gold Instructor Permission Form

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 continue to be processed. However, it is recommended faculty utilize the registration process through Blackboard as the most secure way to register students for courses.

Instructions for completing each of the above on-line registrations will be provided.

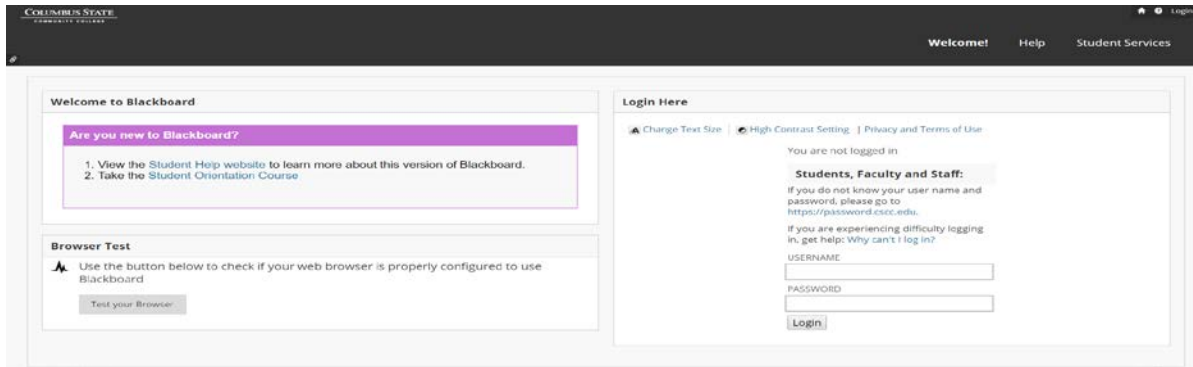
Instructions

Faculty/Chairpersons/Deans need to log into the Columbus State Community College website at <http://www.csc.edu>.

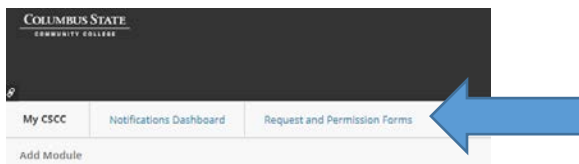
In the upper right side of the page, the menu link to 'Blackboard' is listed. Click the link to go to the Blackboard login page.



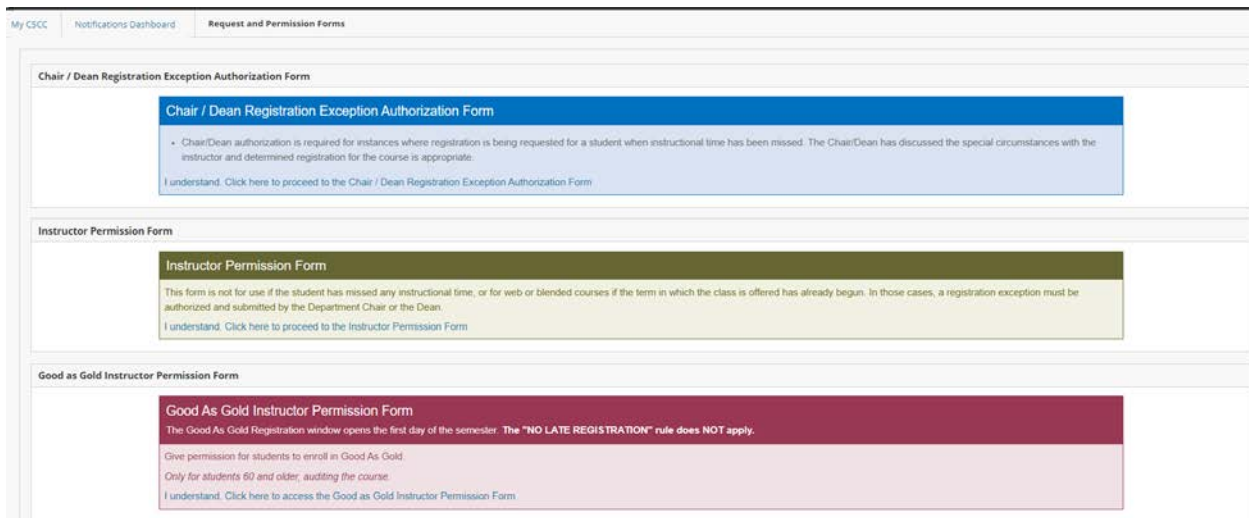
Log in using your Username and Password. If you do not know your Username or Password, please go to: <https://password.csc.edu>.



Once logged into Blackboard, three tabs appear at the top left. Click on the 'Request and Permission Forms' tab.



The three available options for registration will appear. A copy of each form is presented below.



The 'Chair/Dean Registration Exception Authorization Form' allows for a late registration request to be submitted by Chairpersons/Deans for a student who has missed instructional time. Columbus State has eliminated the ability for students to add courses on their own late but some students may have extenuating circumstances requiring further review. These circumstances, reviewed on a case by case basis, could allow the student to be authorized to

enter a class after missing instructional time. Refer to your specific Chairperson/Dean for departmental policies/procedures. Late Registration information can be found under [‘Elimination of Late Registration.’](#)

The ‘Instructor Permission Form’ is the most commonly used registration request form. This is a general request to have students added into a course and can be completed and submitted any time, however, will not be processed until after registration opens for the particular term. The ‘Instructor Permission Form’ can only be used when students have NOT missed instructional time. In those cases, the ‘Chair/Dean Registration Exception Authorization Form’ would need to be completed, in place of the ‘Instructor Permission Form.’ Additionally, Web and Blended courses, once the semester begins, are technically classified as already begun, and students cannot be registered using the ‘Instructor Permission Form.’ This scenario would also require the Chairperson/Dean request form to complete registration for the student.

The ‘Good as Gold Instructor Permission Form’ allows faculty to request registration for students meeting the requirements for participation in the ‘Good As Gold Program’ here at Columbus State. Good As Gold program eligible students may register for credit courses on a space-available basis for an audit grade only. Registration does not begin until the first day of the semester and is only open until the 20% point of course completion point. Faculty may submit request forms prior to the open registration period but will not be processed until the semester begins. The requirements under the ‘Elimination of Late Register’ do not apply to these students. For detailed information on the ‘Good As Gold Program’ click [here](#).

Chair/Dean Registration Exception Authorization Form

COLUMBUS STATE
COMMUNITY COLLEGE

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:

* Term:

* 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:

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

- New Add
- Re-add after being dropped for non-payment of fees
- Same Course/Change Section (e.g. HUM 1111-001 to HUM 1111-012)
- * Section number to be dropped:
- Same Subject/Change Course (e.g. MATH 1030-003 to MATH 1050-007)
- * Name of course to be dropped:
- Change Subject (e.g. ENGL 1100-002 to BOA 1102-004)
- * Name of subject to be dropped:
- PA Prerequisite Authorization (I verify that the student meets the prerequisite(s) for this course).

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 met the prerequisite(s) for the course, has no past fees due or any other restriction that would prevent adding the course.

Instructor Permission Form

COLUMBUS STATE
COMMUNITY COLLEGE

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 this 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:

* Term:

* Course Synonym:

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:

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

- New Add**
- Re-add after being dropped for non-payment of fees**
- Same Course/Change Section** (e.g. HUM 1111-001 to HUM 1111-012)
- * Section number to be dropped:
- Same Subject/Change Course** (e.g. MATH 1030-003 to MATH 1050-007)
- * Name of course to be dropped:
- Change Subject** (e.g. ENGL 1100-002 to BOA 1102-004)
- * Name of subject to be dropped:
- PA Prerequisite Authorization** (I verify that the student meets the prerequisite(s) for this course).

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 met the prerequisite(s) for the course, has no past fees due or any other restriction that would prevent adding the course.

Good As Gold Instructor Permission Form

COLUMBUS STATE
COMMUNITY COLLEGE

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:

* Term:

* Course Synonym:
(example: 12251)

Course Name:

Course Section:

* 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:

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.

Completing the Registration Request Forms

Each of the three forms have built in edits to ensure the forms are completed fully. It is crucial to gather all the required information PRIOR to pulling up the forms and entering the information. This additional step of preparation will ensure the process can be completed quickly and correctly.

In the event fields are not properly completed, error messages will be presented. Some of the more common error messages are listed below.

Student's Information Not in Blackboard

Student information from Colleague populates into Blackboard on a daily schedule. In the event the information has not populated Blackboard at the time of the registration request, the following error will occur:

Student's Name: Student Not Found

Below the error message are instructions on how to correct the issue.

Student's Name: Student Not Found

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 Completed – in general

The specific type of registration must be selected. Only one item can be checked. If the type of registration type is not chosen, the form will not allow it to be submitted. Complete by choosing an answer:

Please correct the following before submitting: pick the registration type below:

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

- New Add*
- Re-add after being dropped for non-payment of fees*
- Same Course/Change Section* (e.g. HUM 1111-001 to HUM 1111-012)
 - * Section number to be dropped:
- Same Subject/Change Course* (e.g. MATH 1030-003 to MATH 1050-007)
 - * Name of course to be dropped:
- Change Subject* (e.g. ENGL 1100-002 to BOA 1102-004)
 - * Name of subject to be dropped:

Student Cougar ID Missing

If the student Cougar ID field is not completed the form will not submit and the following error message will appear at the top:

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.

Please correct the following before submitting:

- provide a valid Cougar ID.

Course Synonym Issues

If the Course Synonym field is not completed the form will not submit and the following error message will appear at the top:

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.

Please correct the following before submitting:

- provide a valid course synonym.

Year and Term Field Issues

An additional issue may occur with the 'Year' and 'Term' fields. In the event two registration windows are open at the same time the registration request is being made, it is important to make sure the synonym and course information is correct. With the Year and Term fields auto-populating there may be times when these fields will need to be adjusted to accommodate the registration request.

Submission Is Complete

Upon submission of the form, a quick summary confirmation page will present to the person submitting the form (Faculty/Chairperson/Dean). An email is generated to the student, instructor (for both Instructor Permission Form and Dean/Chair Request Form) and Chairperson/Dean.

Registration was not processed – what do I do?

In the event an issue is encountered by the staff member processing the submitted request for registration, an informational email goes to the student and Instructor/Chairperson/Dean regarding the denial and what possible next steps should be taken or who to contact. Most responses state to contact

the Telephone Information Center for instructions on how to correct the issues. Emails will be sent to the employee email for faculty/Chairpersons/Deans and emails to students will be sent to their student.csc.edu accounts.