

**COLUMBUS STATE**

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**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. Refer to the chart below to determine which form is appropriate.

## Form Types

Form Type	When do I complete this form?	Purpose	Important Mentions
<a href="#">Chair/Dean Registration Exception Authorization Form</a>	To allow late registration for students who missed instructional time.	<ul style="list-style-type: none"> <li>Assist students who missed registration time due to extenuating circumstances.</li> <li>Ease burden on students.</li> <li>Give faculty control of their classroom enrollment.</li> </ul>	<ul style="list-style-type: none"> <li>Extenuating circumstances are reviewed on a case-by-case basis.</li> <li>Refer to your specific Chair/Dean departmental policies/procedures.</li> <li>Click <a href="#">HERE</a> for late registration information.</li> </ul>
<a href="#">Instructor Permission Form</a>	<ul style="list-style-type: none"> <li>General request to have students added into a course and can be completed anytime except when the student has missed instructional time.</li> <li>The form can also be completed if the student accidentally dropped the class, was dropped for non-payment, or if a prerequisite override is needed.</li> </ul>	<ul style="list-style-type: none"> <li>Ease burden on students.</li> <li>Give faculty control of their classroom enrollment.</li> </ul>	<ul style="list-style-type: none"> <li>The form will not be processed until registration opens for the corresponding term.</li> <li>Web/blended classes are considered “already started” once the semester starts.</li> <li>Students that accidentally dropped within a 24-hour period can be added back by</li> </ul>

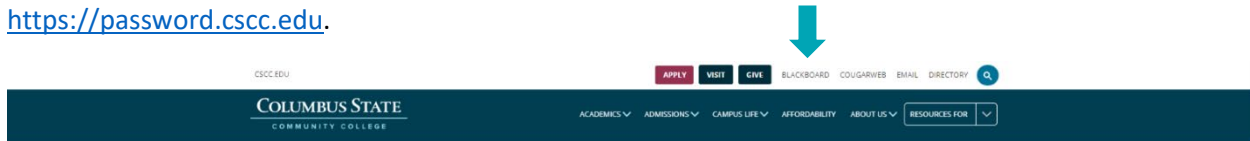
			<p>Student Central or the Telephone Information Center.</p> <ul style="list-style-type: none"> <li>Refer to page 11 for instructions on what to do for when a professor accidentally drops a student for non-attendance and non-participation.</li> </ul>
<p><a href="#"><u>Good as Gold Instructor Permission Form</u></a></p>	<p>Request registration for students meeting the requirements for participation in the Good as Gold Program. Click <a href="#"><u>HERE</u></a> for program Information.</p>	<ul style="list-style-type: none"> <li>GAG students cannot add courses on their own, meaning they can only be added via the online or paper registration forms once the term begins.</li> <li>Give faculty control of their classroom enrollment.</li> <li>Ease burden on students.</li> </ul>	<ul style="list-style-type: none"> <li>Eligible students may be registered for credit courses on a space-available basis for an audit grade only.</li> <li>Registration does not open until the first day of the semester. Click <a href="#"><u>HERE</u></a> for registration dates.</li> <li>Forms submitted before the open registration will not be processed until the semester begins.</li> <li>Elimination of Late Registration does not apply to these students.</li> </ul>

## Instructions

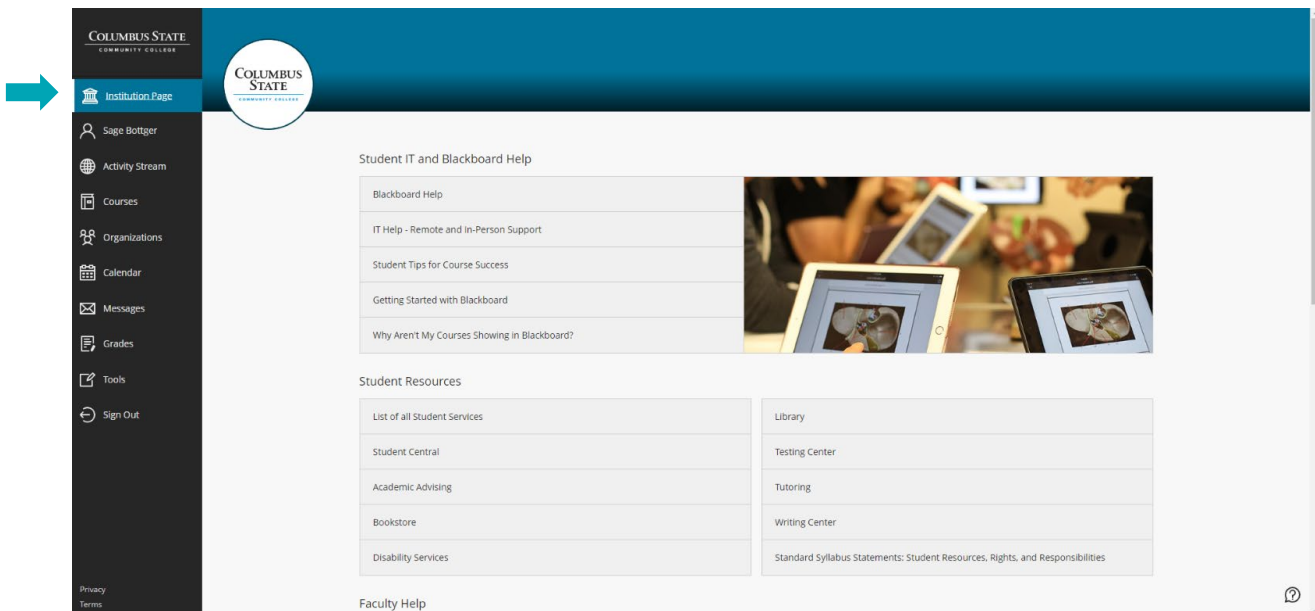
[Click here to watch a short video tutorial](#)

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

#2) In the upper right side of the page, click on 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 Form' section and three form options will appear.

### Instructor Permission Forms

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**.

 [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.

 [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.

 [Chair/Dean Permission Form](#) 

#6) Click on the form you need to complete. If you are unsure which form is appropriate, please refer to the section in this document titled, 'Form Types' on page 3.

# Chair/Dean Registration Exception Authorization Form

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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:

\* Term:

\* Course Synonym:

(example: 12261)

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*

*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:

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

*Re-add – other (please include details in the Comments Box below)*

*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:

(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

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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:

\* Term:

\* Course Synonym:   
(example: 12261)

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
- 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 1030-002 to MATH 1060-007)
- \* 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 details in the Comments Box below)
- 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:

(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

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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:

\* Term:

\* Course Synonym:   
(example: 12261)

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 260 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.

## Troubleshooting Error Messages

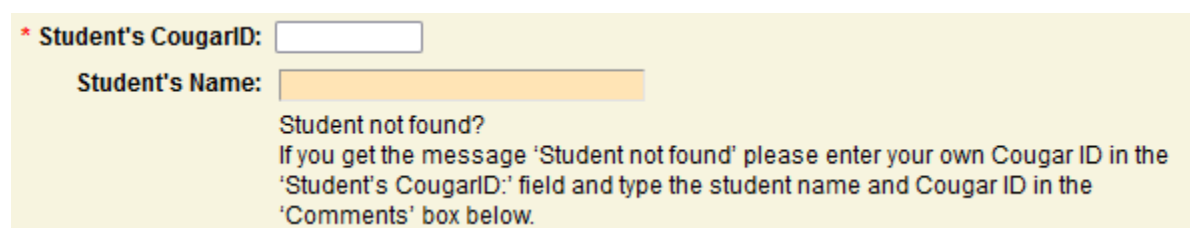
The forms are built to ensure each field is completed fully and accurately before submission. To ensure the process goes smoothly, it is crucial to gather all required information PRIOR to pulling up the form and entering the information.

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 and how to correct the issue:

### **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 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. 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 'Term' field. To avoid registration issues, make sure the synonym and course information is correct. When the 'Year' and 'Term' fields auto-populate, the incorrect year and term may appear and will need to be changed to accommodate the request.

## FAQs

### **What do I do if the registration was not processed?**

In the event that the registration request was denied, an email will be sent to the student and the Instructor/Chairperson/Dean with information regarding why it was denied and next steps to take or who to contact. Emails will be sent to the corresponding CSCC email accounts (ex: student.csc.c.edu or csc.c.edu). Most responses will prompt the receiver to contact the Telephone Information Center for instructions on how to resolve the issue prior to having the instructor resubmit the form.

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

Once the registration form has been submitted, it can take up to 2 business days for it to be processed. Keep in mind when the form was submitted and refer to the chart on page three for information about when processing happens for different student groups. 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 about a week before the semester starts.

### **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>. If you have questions regarding this process or would like to submit permission to reinstate a student, please contact [attend\\_readmit@csc.c.edu](mailto:attend_readmit@csc.c.edu) via your CSCC email account.