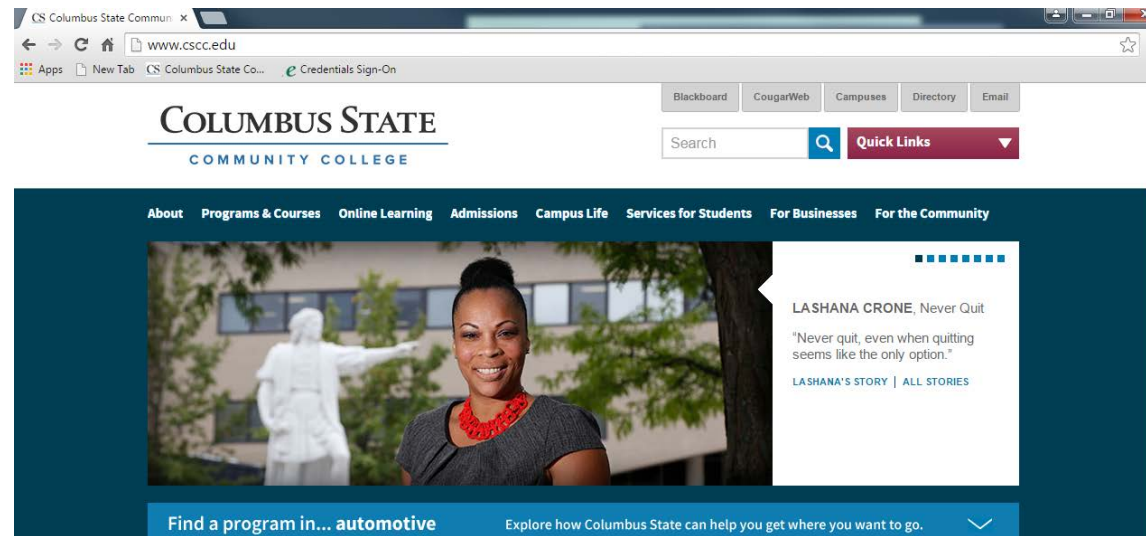


How to Find, Complete and Submit the Blackboard Online Registration Instructor Permission Form (BORIPF)

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

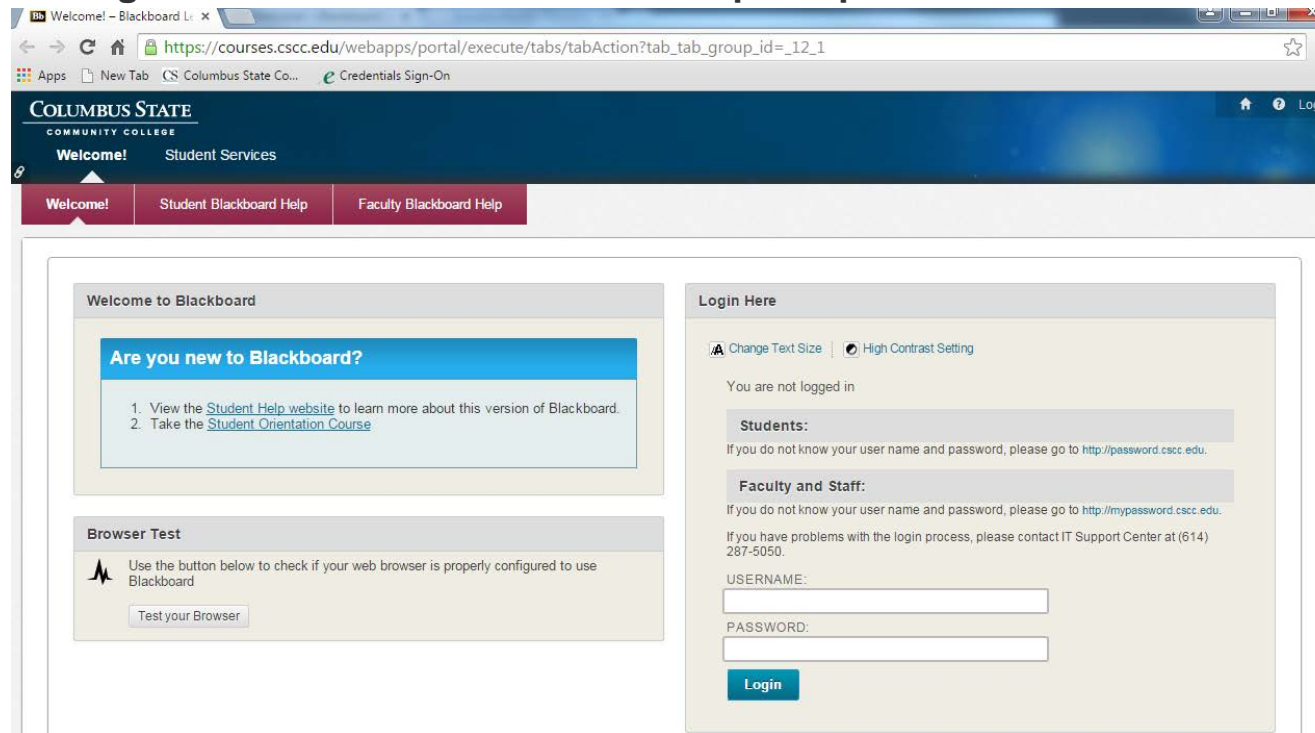
In the upper right side of the page, above the search box is the link to Blackboard. Click that link to go to the Blackboard login page.



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Input your user name and password to log in to Blackboard

The course instructor can submit a registration request via Blackboard through the last day to register deadline. Department Chairpersons can log in with their own credentials and authorize registrations past the registration deadline and to override prerequisites.



The screenshot shows a web browser window displaying the Blackboard login page for Columbus State Community College. The browser's address bar shows the URL: https://courses.csc.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_12_1. The page features a dark blue header with the college's name and a navigation menu. Below the header, there are three tabs: "Welcome!", "Student Blackboard Help", and "Faculty Blackboard Help". The main content area is divided into two columns. The left column contains a "Welcome to Blackboard" section with a blue box asking "Are you new to Blackboard?" and two numbered steps: 1. View the [Student Help website](#) to learn more about this version of Blackboard. 2. Take the [Student Orientation Course](#). Below this is a "Browser Test" section with a "Test your Browser" button. The right column contains a "Login Here" section with links for "Change Text Size" and "High Contrast Setting". It states "You are not logged in" and provides instructions for students and faculty/staff, including links to password reset pages. At the bottom of the login section are input fields for "USERNAME:" and "PASSWORD:", and a blue "Login" button.

How to Find, Complete and Submit the Blackboard Online Registration Instructor Permission Form (BORIPF)

BORIPF form is available on Blackboard for all faculty.

1. Once logged in, click on the third tab 'Request and Permission Forms'.
2. On the 'Request and Permission Forms' page, click on the link below the statement "Give Permission for students to enroll in your course..."

The "Good As Gold Instructor 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.

The screenshot displays a web browser window with the URL https://courses.csc.c.edu/webapps/portal/execute/tabs/tabAction?tabId=_33357_1&tab_tab_group_id=_681_1. The page header shows 'COLUMBUS STATE COMMUNITY COLLEGE' and 'My CSCC' navigation tabs. The main content area is titled 'Request and Permission Forms' and contains two sections:

- Instructor Permission Form**: A green box with the text "Instructor Permission Form" and "Give permission for students to enroll in your course (due to seat availability, instructor permission required, prerequisites, etc.)". Below this is a link: <https://web.csc.c.edu/IPF/latereg.aspx>.
- Good as Gold Instructor Permission Form**: A maroon box with the text "Good As Gold Instructor Permission Form" and "Give permission for students to enroll in Good As Gold. Only for students 60 and older, auditing the course." Below this is a link: <http://web.csc.c.edu/IPF/GoodAsGold.aspx>.

How to Find, Complete and Submit the Blackboard Online Registration Instructor Permission Form (BORIPF)

Select the Year and Semester then provide the three pieces of information required to auto populate the form:

- Course Synonym Number
- Instructor Cougar ID Number
- Student Cougar ID Number*

*If you get the “Student not found” message please enter your own Cougar ID in the “Student’s CougarID” field and type the student’s name and Cougar ID in the Comments box.

The form will auto-fill all of the fields associated with the synonym and Cougar ID numbers after they have been entered. When the section synonym number is typed in, the instructor’s name will auto-populate.

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

Requests to register a Full Term, First 8-week, or First 5-week course after 10% completion of the semester will not be processed due to registration deadlines. This deadline applies to New Adds and Course Changes (Same Subject and Different Subject). This also includes flex-term courses that begin prior to 10% completion of the semester.

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:

How to Find, Complete and Submit the Blackboard Online Registration Instructor Permission Form (BORIPF)

- Select the type of registration
- If you have viewed the student's transcript from another institution, and know that the student meets the prerequisite(s), you may check the 'PA Prerequisite Authorization' box and the student will be registered with the PA status.
- Comments field is available for any additional information. If you get the "Student not found" message please enter the student's name and Cougar ID in the comments field.
- Click "Submit" to send the form

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)

Same Subject/Change Course (e.g. MATH 1030-003 to MATH 1050-007)

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

* Name of course to be dropped:

PA Prerequisite Authorization (I verify that I have viewed an unofficial/official copy of the student's transcript from another institution and confirm that the student meets the prerequisite(s) for this course. I have instructed the student to submit an official copy of the transcript to the Records and Registration Department for evaluation purposes.)

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.

How to Find, Complete and Submit the Blackboard Online Registration Instructor Permission Form (BORIPF)

Once the Instructor has submitted the form The Office of the Registrar will receive an e-mail with the information from the form.

- Instructors and students will get an automatic bounce back message to confirm their submission of the form.
- Once the form has been reviewed and/or processed in the Office of the Registrar, the instructor and student will receive an e-mail informing them of the status of the registration (successful registration, or unsuccessful registration because of a restriction, etc.)
- It may take up to 2 business days for processing.