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

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.
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.
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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.
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- 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
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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.