



Manual Blackboard Course Enrollment Request

The survey will take approximately 7 minutes to complete

* Required. Please respond to all questions on the 3 pages.

Manual enrollments in Blackboard will only be allowed for approved roles such as supplemental instructors, student success coaches, and teaching assistants.

Requestors must use a valid JJC or CUNY email address. Applications will be reviewed by the Provost's Office for approval. Requests for manual course enrollment from non-JJ or non-CUNY email accounts will not be approved.

1. Email Address *

2. Acknowledgement of Policies and Access Levels*

Policies:

- Supplemental instructors and student success coaches are funded employee positions that must be approved before access to a course will be granted.
- All teaching assistants must be either employed by the College or Graduate Center.
- Individual faculty members are not allowed to hire teaching assistants using their own funds.
- Students are not allowed access to course materials as Teaching Assistants if not employed by the College (or GC-funded).
- Faculty conducting peer observations of online teaching will be given student access for 48 hours.

Access Levels (Instructor/UG/STUDENT/DOCTORAL/MA/BA/MA)

- Supplemental instructors: can be given access that is equivalent to INSTRUCTOR ACCESS, meaning they can access and participate in grading.
- Student success coaches: can only be given STUDENT ACCESS and cannot participate in grading of their peers or access student grades.
- Doctoral students: can be given access that is equivalent to INSTRUCTOR ACCESS, meaning they can access and participate in grading.
- Masters students - UG classes: if serving as a teaching assistant for an undergraduate class, can be given TEACHING ASSISTANT ACCESS that is equivalent to INSTRUCTOR ACCESS, meaning they can access and participate in grading.
- Masters students - MA classes: if serving as a teaching assistant for a master's level class, can only be given either COURSE BUILDER or STUDENT ACCESS based on need, determined on a case-by-case basis, and cannot participate in grading of their peers or access student grades.
- BA/MA students: can only be given either COURSE BUILDER or STUDENT ACCESS based on need, determined on a case-by-case basis, and cannot participate in grading of their peers or access student grades.

I have read the policy above and agree to the terms. Type "YES"*

3. Requester's Legal Name (Last, First) - typically course instructor *

4. Requester's CUNY EMPLID *

5. Requester's Department *

6. Requester's Title *

7. CUNYfirst Term of Assignment (i.e. 1229 for Fall 2022) *

8. Course and Section (i.e. ENG 201-01) *

9. Registrar's 5 digit Course Number (# i.e. 48896)

10. Proposed Enrollee's Legal Name (Last, First) *

11. Proposed Enrollee's Email Address

12. Proposed Enrollee's CUNY EMPLID *

13. Proposed Enrollee’s Payroll Status or Access Role (enter one below) *

- Doctoral student funded as teaching assistant
- Differential Tuition or Excellence Fee program assistant
- HEERF Student Success Coach
- Student Success Coach
- Supplemental Instructor
- 48-Hour Peer Observation of Online Teaching: Start Date: _____
(Note: Blackboard staff are not available for manual Bb enrollment/removal on weekends/holidays)
- Other - Please explain: _____

SEND THE REQUEST FORM TO apfaculty@jjay.cuny.edu

Information below to be completed by Academic Affairs Designee after review:

Approved

Rejected

Access Level: _____

Reviewed by: _____

Approved by: _____

Signature

Date