

The Permission Process for Online Courses

How is registering for an online class different than registering for an on-campus class?

- Students must get the permission of the instructor (or designee, such as program director) before registering for an online class. All other steps are the same.

See the registration steps listed in the "Online Courses" section of the schedule booklet or on the web at <http://online.durhamtech.edu/register.cfm>

Why do students have to get permission to take an online course?

- To ensure that the student has the appropriate hardware and software, understands the expectations for online learning, and knows the orientation requirements (and any other special requirements) for the course.

How do students get the instructor's permission to register?

- To obtain the instructor's permission, students must complete the **online permission request form** available at <http://online.durhamtech.edu> (click "How to Register" then see step 2)

What happens to students' completed permission requests?

- When the student submits a permission request, the student's info and responses are sent to the instructor (or designee) via email. Students are told to expect an email response from the instructor in 3-5 days.

What info should be in the instructor's response message?

- All permission email responses to students should begin with the same text (see page 2 below). Below this text, instructors must add specific orientation requirements (dates, times, places) and any other special requirements for the course (for example, any other times student must come to campus).
- **Note:** Before granting permission, some instructors ask students further questions, or may ask students to send an email with an attachment (to prove that the student has required software)

How can instructors access info about permission requests over the Web?

- Go to this web address:
<http://courses.durhamtech.edu/wiki/>
- Click on **Help for Instructors**, then click on **Instructional Computing Resources**
- Click on **Private Resources** (under Instructional Computing Tools)
- Click to login, then enter your Blackboard user ID and password
- Click on **Permission Request Listings**
- Choose semester and year, and credit or non-credit ; then click GO
- Select course, then click GO

Note the links at the top that allow you to sort differently or to send emails to selected students. Further down the page, you can click on the "Edit" link on each row to record notes about a particular student (ex: "permission granted 8/12/07" or "emailed 7-22-07; awaiting reply").

Note to instructor:

Use the text below as a template for your reply to student permission requests.

IMPORTANT - PRINT THIS MESSAGE!

This is your permission to register for **{course}** for **{semester / year}**. Please remember that registration is on a first-come, first-served basis and that slots are not guaranteed for any course.

For telephone registration, use the following CIN number:

{insert course ID-section and CIN number here}

If registering on campus, print this message and bring it with you to registration.

For information on dates/times for registration please visit the Durham Tech web site (<http://www.durhamtech.edu>).

NOTE: Do not share this permission reply message or CIN numbers with anyone. If a student registers for an online course without obtaining permission, he/she will be DROPPED from the course.

For each online course you register for, you must complete a MANDATORY ORIENTATION to gain access to the course.

ORIENTATION INFORMATION FOR **{course ID}** :

{insert details about orientation – for example: dates, times, places}

{ALSO - insert any other information or requirements specific to your online course}