



## **Adding unregistered students to the Bb shell matriculated courses**

### *Learning Objective*

After reading this document the instructor will understand under what circumstances unenrolled students can be added to a matriculated course and how to request permission to do so.

The office of the Registrar is concerned that unregistered students who are part of a Bb shell will expect a grade for participating in coursework and have asked faculty to confirm that students not registered for a course do not expect credit as a condition of being added to a course.

Blackboard administrators do not make any decisions in the matter; this is an issue between the instructor and the office of the Registrar.

Before asking Bb admins to add a non-registered student to a credit-bearing course an instructor can contact the office of the Registrar and obtain permission and attach that permission to any request.

In cases where instructors are not aware of the policy Bb admins will ask faculty to get in touch with the office of the Registrar, obtain permission and present it to the admins in order to allow them to add non-registered students to course. An email from the office of the Registrar is proof of permission.

For questions regarding the policy please contact the office of the Registrar

<http://www.wpunj.edu/registrar/>