

# HWS Information Technology Services Bulletin

**Number:** 2012-08

**Date:** February 30, 2012

**Title:** Blackboard Enrollments

**Description:**

The formal drop/add period will end as of February 1, 2012. After this date, updates to Blackboard courses will not happen automatically. This affects the following:

1. Faculty wishing to remove a student from the course site will now need to do so manually for the remainder of the semester. Students that have dropped a course will continue to have access to that course site until the faculty manually removes them.
2. Faculty wishing to add more students to the course site will now need to do so manually for the remainder of the semester.

**These actions are specific to Blackboard course site access only and DO NOT affect registration status with the Registrar. Any action related to a student's credit-bearing status with a course must be done through the PeopleSoft system.**

Please see the directions for adding students to your classes. They can be found on the IT Services Web site at:

[http://www.hws.edu/itservices/video/Adding\\_Students\\_Course.htm](http://www.hws.edu/itservices/video/Adding_Students_Course.htm)

If you have questions, please contact the Help Desk at ext. 4357 or by e-mail at [helpdesk@hws.edu](mailto:helpdesk@hws.edu). Additionally, you can visit the Digital Learning Center in the Learning Commons for assistance. Office hours are Monday through Friday from 8:30 am – 5 pm.

**Contact:** Current information about this bulletin may be found at <http://www.hws.edu/itservices/bulletins.aspx>. If you have any questions or concerns, please contact IT Services at [helpdesk@hws.edu](mailto:helpdesk@hws.edu) or call 315-781-HELP.

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**Type:**

Informational

**Category:**

Alert

**Distribution:**

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