

Blackboard Self-Enrollment

Self-enrollment does not officially enroll a student in the class, it only adds the student's name to the Blackboard class roster.

A student is enrolled in a course only if the official CSU Stanislaus roster lists the name.

Only when the instructor activates this feature from the Control Panel can students add their names to the Bb class roster.

How to use the self-enroll feature

1. Know your CSUStan Blackboard **Username** and **Password** (both are the same as the csustan.edu email account).
2. Know the **course department and number, section, and name**,
e.g., ENGL 1001, section 001, First-Year Composition.
3. Go to <http://www.csustan.edu/blackboard>
Login In with your CSUStan ID and Password.
4. Click the **Courses** Tab in the top field
5. Click the **Department Name** under the **Course Catalog** heading.
If necessary, click category folders to find the class name.
-- OR, use *Search Catalog* if the course does not appear in the folder. Click *Search entire catalog* before clicking the **GO** button.
6. Find the **Course Name and ID** (year-term, department abbrev., course number, and section) on the page.
Verify the correct section if there is more than one.
Click the **Enroll** button at the far right.
-- - (*Avoid* clicking the *Preview* button or the *Course Title*.)
7. The Self Enrollment page appears.
Click **Submit**.
8. The **Receipt: Success** message appears.
Click the **OK** button to see the course.

Your name is on the Bb course roster. The Bb roster includes your name, ID, and e-mail address.

Check your STANMail Web e-mail or follow the *E-mail Forwarding* directions for your computer on the [Current-Students](#) page to forward your e-mail to another account so you receive all message from your instructors send through Bb.