Financial Aid Electronic Reinstatement Form/Students Dropped from Blackboard Courses

IMPORTANT: All Instructors should have course materials and the Participation Activity/Quiz Requirement available in their Blackboard courses **BEFORE** students have access to Blackboard (review Term Availability Dates in Blackboard).

Students are **dropped** from Blackboard Courses if they fail to complete the Participation Activity/Quiz Requirement within the course by the **reporting deadline**. The reporting deadline date is emailed to all Instructors and is based on the Start Date (Course Availability Date). Instructors will update as attendance record ("no-show" or "attending") in the OneACCS Online Services under the Faculty Tab for all courses.

This requirement is for **ALL** students – not just students on Financial Aid. Once dropped, the student will **NOT** have access to Blackboard course and may miss any course work.

Instructors
IMPORTANT: Instructors will only receive email notification – indicating Student/CRN/Financial Aid Reinstatement and link to complete the Electronic Form – **after** the student completes the required information.

Please review the following questions to determine if you should use the electronic form to change a student's status from "no-show" to "attending."

1. Was the student reported as "no-show" based on an institutional error or an error by the Instructor?
2. Did the student add the course after the last day to attend/participate in the class?
3. Was there an extenuating circumstance deemed valid or reasonable by the Instructor that prevented the student from attending/participating in the class before the reporting deadline?
   (Examples: medical, death, etc.)

If you answered "*yes*" to any one of the three questions above – you will need to **complete** the Online Reinstatement Form.

Students
Students are dropped from Blackboard course(s) if they did not complete the Participation Activity/Quiz Requirement by the Reporting Deadline or Tuition has not been paid in Full.

Students who did not complete the Participation Requirement will receive two (2) emails:

1. Email stating the student was dropped from the course/CRN. Student must complete the information in the link in the email for reverification.
2. Email stating the student was verified and the Instructor submitted the Online Reinstatement Form.

IMPORTANT: The Online Reinstatement and/or Tuition fulfillment is completed by the **BUSINESS/CASHIERS OFFICE**.

Online Reinstatement Process	Dropped for Non-Payment/Tuition*
Larry Holman, (205) 856-7779 Email: lholman@jeffersonstate.edu Kasim Alzoubi, (205) 856-8507 Email: kalzoubi@jeffersonstate.edu	Check registration status in OneACCS Online Services Cashier's Office: (205) 856-7779 Email: financialservices@jeffersonstate.edu *Students must contact the Cashier's office to be put back in Blackboard course(s) once Payment has been verified.