Blackboard Student Organization Request Form

Students may request a Blackboard Student Organization by completing the following form. Please note that Student Organizations must be sponsored by an administrator, faculty member or staff member. Student Organizations expire after one year’s time and must be renewed to remain active.

Part I:

Please check one: New Account: _____ Renewal: _____ Update: _______

Student Leader:

First Name: ___________________________ Last Name: ___________________________
NetID: ___________________________ Position in Organization: ___________________________

Student organization's full name (please do not abbreviate):
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Submission of this form acknowledges that this Blackboard organization will be used in accordance with the Acceptable Use Policy Guidelines for Computing and Information Technology Resources (An online copy of these documents is available in the computing policies web page, http://oit.rutgers.edu/policies.html.)

How will the organization be used? (Please be as descriptive as possible)
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Part II: (To be filled out by the department chair, director, dean, etc)

First Name: ___________________________ Last Name: ___________________________
Department: ___________________________ Job Title: ___________________________
Campus Address: ___________________________ Email: ___________________________
Campus Phone: ___________________________ Fax Number: ___________________________

Each year, we will contact you when the organizational account is about to expire and ask you to verify that the account should be renewed for another year.

As sponsor, I agree to assist Newark Computing Services in resolving any issues that may arise concerning the appropriateness of the organization's usage. I also verify that my designated users are performing services for my organization and will use this site only for purposes that are directly related to the provision of those services.

_________________________________________  ___________________________________________  ________
Signature of Sponsor  Print Name  Date

Submit the form to the Newark Computing Services Help Desk at Engelhard Hall, Room 308C, 190 University Avenue, Newark New Jersey, 07102-1895. Please send questions sent to help@newark.rutgers.edu or call 973-353-5083.

Last updated: October 2005