

Office of Student Services

Academic Advising * Records & Registration * Student Financial Services * Student Accounts



Information for Faculty about Student Course Access

Students who have **registered and confirmed enrollment** have access to their seated, hybrid and online courses. There are several steps a student follows to be able to attend their classes.

Here is a brief tutorial on [Enrollment and Course Access](#)

How can you help your students?

We have added information to your class rosters and advising lists so that you know who has confirmed enrollment and is ready to begin. If a student has not confirmed enrollment, there may be one of several issues that the student needs to address.


- Registration issues
- Technical issues
- Financial issues

Use this [tip sheet](#) to guide your student to get the right help in a timely way.

New class roster

We have added a column on your class roster to see which students have confirmed enrollment and those that need further assistance.

Students who have not confirmed enrollment should not attend class and will not have access to Brightspace course information. Students who are not registered will not be on the roster and should not be attending the class. Download the [tip sheet](#) to assist these students.



<input type="checkbox"/> Photo	Name	Lvl	MP	Primary Major	Confirmed Enrollment	Grade
<input type="checkbox"/>		GR	6	Communication Disorders: Speech and Lang Disabilities	No	
DID NOT CONFIRM ENROLLMENT						
<input type="checkbox"/>		GR		Communication Disorders: Speech and Lang Disabilities	Yes	
FINGERPRINTED						
<input type="checkbox"/>		GR	5	Communication Disorders: Speech and Lang Disabilities	Yes	

Fall 2022 ADVISEES						
All Advises Mid-Term Evaluations						
You have 62 advisees for fall 2022. Select advisees to e-mail by checking the box in their right most column or check the box in the right most column of the top row to select all advisees. Then, press the "E-mail Selected Advisees" button. To open your advisee listing as a CSV file, use the "CSV File" link. CSV files usually open in Microsoft Excel.						
<input type="checkbox"/> Photo	Name	Type	Fall 2022 Registration Time Assignment	Registration Clearance	Registered	Semester Checklist
<input type="checkbox"/>		MAJR	04/11/2022 12:00 AM		Yes	Complete
Student Info Holds Transcript Progress Report Co-Curricular Transcript						
<input type="checkbox"/>		MAJR	04/11/2022 12:00 AM		Yes	In Progress
Student Info Holds Transcript Progress Report Co-Curricular Transcript						
<input type="checkbox"/>		MAJR	04/11/2022 12:00 AM		Yes	In Progress
Student Info Holds Transcript Progress Report Co-Curricular Transcript						
<input type="checkbox"/>		MAJR	04/11/2022 12:00 AM		Yes	Not Started
Student Info Holds Transcript Progress Report Co-Curricular Transcript						

Advisor list

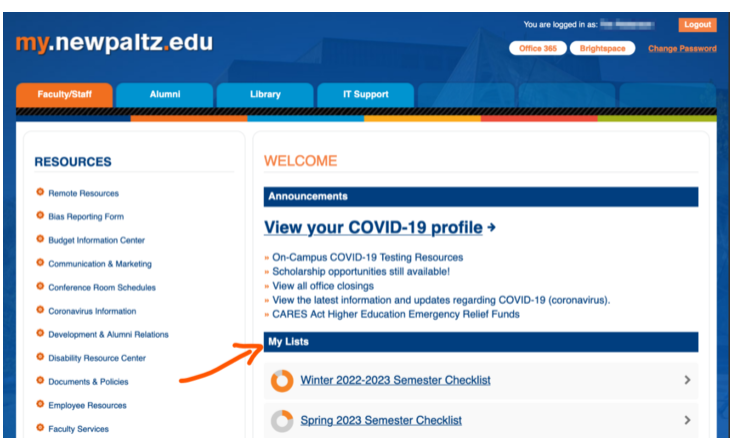
Advisors can see the progress a student has made to getting course access. By clicking on the highlighted "in progress" link in the **Semester Checklist** column, the advisor can see the remaining steps a student needs to complete on their checklist.

New Semester Checklist for Students

We have created a **semester checklist** for students to know if they have completed the important business to start off the semester.

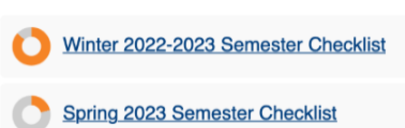
- Accept financial responsibility
- Get clearance to register
- Register for classes
- Make payment arrangements
- Confirm enrollment
- Get Brightspace course access

They can find it in my.newpaltz.edu and check out **My Lists**



There is a the progress bar

A quick look at their progress bar in my.newpaltz.edu lets students know if they have more tasks to complete.



- ✓ Accept financial responsibility
Review and accept the financial responsibility statement in my.newpaltz.edu.
- ✓ Get clearance to register
Meet with your advisor and get clearance to register.
- Register for classes
Register for classes at or after your assigned time.
TIME ASSIGNMENT
April 18, 7:15 AM
[View all advisors](#)
- Make payment arrangements
Pay at least 50% of the amount due shown on your latest invoice or enrollment in a payment plan.
- Confirm enrollment
Review and accept the confirm enrollment statement in my.newpaltz.edu.
- Get Brightspace access
Brightspace is our digital learning environment. You should get access within 1 hour after confirming enrollment.

Information all in one place

- See the **steps** they have completed and steps to be completed
- See **primary advisor** information
- View all assigned advisors
- See **registration time assignment**
- See registration **holds**
- **Confirm enrollment**
- Be ready for **Brightspace course access** one week before classes begin

Thank you for helping us to assist our students