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:

- Register for classes
- Confirm enrollment
- Financial issues

Use this link to assist your students 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.

Advisor list
Advisors can see the progression a student has made in 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 progress bar
A quick look at their progress bar in my.newpaltz.edu lets students know if they have more tasks to complete.

Information all in one place
- See the steps they have completed and steps to be completed
- See primary advisor information
- View assigned tasks
- 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.

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