



Manual Brightspace Course Enrollment Request

The ... ill ta e'appro im tely 7 minutes to `o te

* Required. Please respond to all questions on the 3 pages.

Manual enrollments in Brightspace will only be allowed for approved roles such as supplemental instructors, student success coaches, peer observers and teaching assistants.

Requestors must use a valid JJC or CUNY email address. Applications will be reviewed by the Provost's Office for approval. Requests for manual course enrollment from non-JJ or non-CUNY email accounts will not be approved.

1. Email Address *

2. Acknowledgement of Policies and Access Levels*

Policies:

- Supplemental instructors and student success coaches are funded employee positions that must be approved before access to a course will be granted.
- Faculty can request peer access to share course materials with other faculty: DESIGNER (non-cascading) ACCESS.
- Individual faculty members are not allowed to hire teaching assistants using their own funds.
- Students are not allowed access to course materials as Teaching Assistants if not employed by the College (or GC-funded). All teaching assistants must be employed by the College or Graduate Center.
- Faculty conducting peer observations of online teaching will be given OBSERVER ACCESS for 48 hours.

Access Levels (Instructor/u ... # ... \ u :

- # Supplemental instructors: can be given TUTOR ACCESS and cannot participate in grading of their peers or access student grades.
- # Student success coaches: can be given TUTOR ACCESS and cannot participate in grading of their peers or access student grades.
- # Doctoral students: can be given TEACHING ASSISTANT ACCESS, meaning they can access and participate in grading.
- Masters students - UG classes: if serving as a teaching assistant for an undergraduate class, can be given TEACHING ASSISTANT ACCESS, meaning they can access and participate in grading.
- Masters students - MA classes: if serving as a teaching assistant for a master's level class, can be given COURSE ASSISTANT ACCESS and cannot participate in grading of their peers or access student grades.
- BA/MA students: can be given COURSE ASSISTANT ACCESS and cannot participate in grading of their peers or access student grades.

I have read the policy above and agree to the terms. Type "YES" *

3. Course Instructor's Legal Name (Last, First) or Authorized Requester Name *

4. Course Instructor's CUNY EMPLID *

5. Course Instructor (or Authorized Requestor's) Department *

6. Requester's Title *

7. Semester of Course - CUNYFirst Term (i.e., 1249 for Fall 2024 course) *

8. Course and Section (i.e. ENG 201-01) *

9. Registrar's Course Number (e.g., 48896) for the Course & Section

10. Proposed Enrollee's Legal Name (Last, First) *

11. Proposed Enrollee's Email Address

12. Proposed Enrollee's CUNY EMPLID *

13. Proposed Enrollee’s Payroll Status or Access Role (enter one below) *

- Doctoral student funded as teaching assistant
- Differential Tuition or Excellence Fee funded (MA student) teaching assistant
- Student Success Coach (college funded)
- Supplemental Instructor
- Peer Share / Collaboration (to share course materials with another faculty member; Designer (non-cascading) access)
- 48-Hour Peer Observation of Online Teaching: Start Date: _____
(Note: DOES LMS staff are not available for manual enrollment on weekends/holidays)
- Other - Please explain: _____

SEND THE REQUEST FORM TO apfaculty@jjay.cuny.edu

Information below to be completed by Academic Affairs Designee after review:

Approved

Rejected

Access Level: _____

Reviewed by: _____

Approved by: _____

Signature

_____ Date