

Requesting Access to Canvas Courses

Do you need to be added to a Canvas course? Are you helping someone else who needs access? Follow the guide below to see what is needed for your request to be processed. Send all enrollment requests via email to canvas@unthsc.edu. With your request, always be sure to include what course needs to be accessed (full name of the course in Canvas), who needs access (name and EUID or employee/student ID #), and what Canvas role should be assigned to the persons who need access.

1. **Student Enrollments.** Student enrollments in live credit-bearing courses require confirmation of enrollment in EIS or from the Registrar's Office directly before processing the enrollment in Canvas. The student should be directed to the Registrar's Office for registration if they are not enrolled in EIS.
2. **Students Auditing a Course.** If a student wishes to audit a course in Canvas, the student must have the permission of the instructor and the department head. These students will be added to the course in the Student Audit role.
3. **Student Conduct Investigations.** In the case of a student conduct investigation, the course director's consent or the Dean of the School's consent is required to enroll in the course any other UNTHSC personnel (e.g., the Director of Student Development and Conduct) involved in the investigation and/or review of a student's case.
4. **Faculty Enrollments.** Faculty enrollment in credit-bearing courses require confirmation of enrollment in EIS or from the Registrar's Office directly before processing the enrollment in Canvas.
5. **Faculty other than instructor of record.** A faculty member may be granted access to a course other than their own with the permission of the course director or department head.
6. **New faculty access to Canvas.** New faculty members must complete FERPA training before they can be granted access to Canvas courses. New faculty must also have an EUID, employee ID #, and UNTHSC email address before being added to Canvas.
7. **Staff Course Coordinators.** Staff course coordinators may be enrolled in courses with the permission of the faculty course director or the department head. The Course Coordinator (Staff) role will be used for these enrollments.
8. **Tutor Enrollments.** Tutor enrollments are made at the request of the Tutoring Coordinator in the Center for Academic Performance (CAP). Tutors are enrolled using the Tutor role in Canvas.
9. **TA Enrollments.** TAs have two roles in Canvas: TA and TA (Limited). TA (Limited) is used for TAs enrolled in a master's program. TA is used for TAs enrolled in a terminal degree program. All TAs must complete FERPA training and TA Bootcamp prior to being enrolled in Canvas. The primary functional difference in Canvas is that the TA (Limited) role does not allow grading.
10. **Access to courses from previous semesters.**
 - a. Faculty access to courses from previous semesters may be granted by the original course director, the department chair, or the dean of the school. This permission-granting structure is in place to restrict access to the FERPA protected information of the past students to only those that need it.
 - b. Students may be granted access to courses from previous semesters that they were not enrolled in with the permission of the original course director, the department chair, or the dean of the school. These enrollments use the Observer role to restrict access to FERPA protected information of the past students.