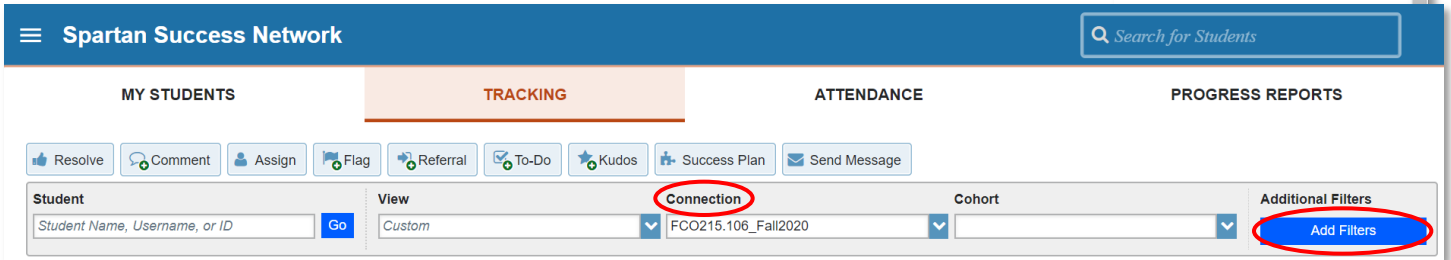
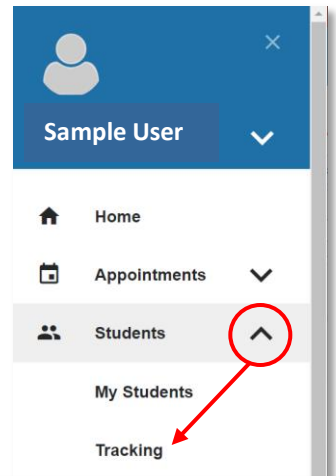
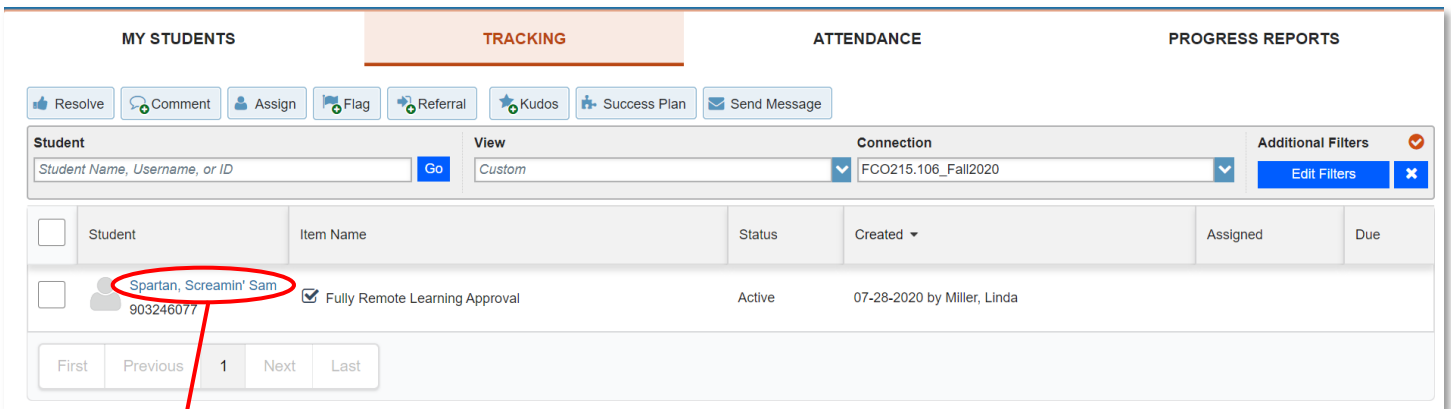
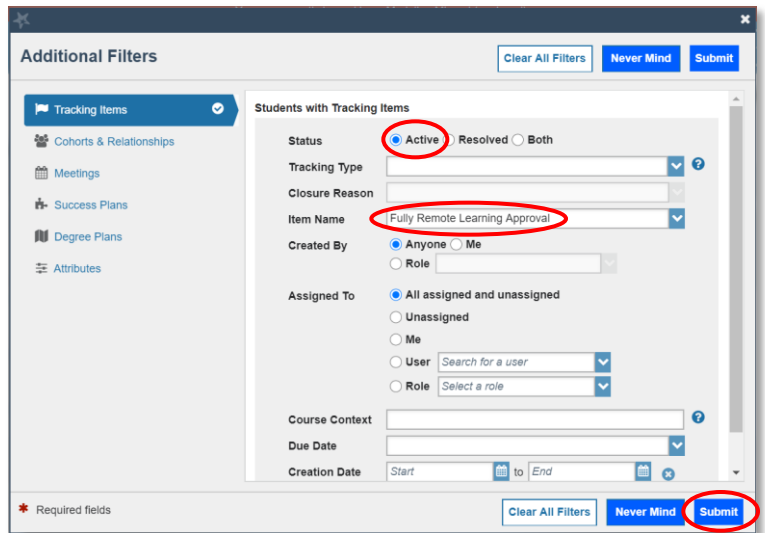


# How to Identify Students Who Have Been Approved for Fully Remote Learning

1. In Spartan Success Network, open the **menu** by clicking on the three horizontal bars in the upper left corner.
2. Click on **Students** and select **Tracking**.
3. Select a **Connection** in which you'd like to check for students who will be learning remotely. This may be a specific course (the example shown below) or a specific role (e.g., instructor, primary advisor, etc.).
4. Click on the **Add Filters** button.

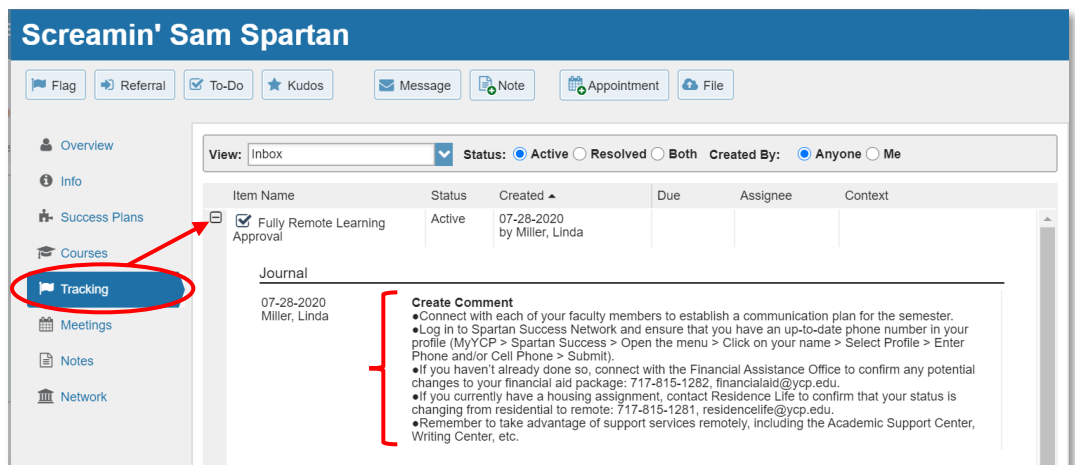


5. Ensure that **Active** status is selected.
6. Choose **Fully Remote Learning Approval** from the **Item Name** drop-down menu.
7. Click the **Submit** button.
8. View the filtered roster to identify students who are approved for fully remote learning. If "No items to display" appears, there are no students in your selected connection who have received such approval.



NOTE: From the filtered roster, click on the student's name, navigate to their Tracking channel, and open the Fully Remote Learning Approval to-do to display instructions the student has been given to support their fully remote learning experience.

Questions about fully remote learning approval may be directed to Student Accessibility Services: [sas@ycp.edu](mailto:sas@ycp.edu), 717-815-1717.



**Create Comment**

- Connect with each of your faculty members to establish a communication plan for the semester.
- Log in to Spartan Success Network and ensure that you have an up-to-date phone number in your profile (MyYCP > Spartan Success > Open the menu > Click on your name > Select Profile > Enter Phone and/or Cell Phone > Submit).
- If you haven't already done so, connect with the Financial Assistance Office to confirm any potential changes to your financial aid package: 717-815-1282, [financialaid@ycp.edu](mailto:financialaid@ycp.edu).
- If you currently have a housing assignment, contact Residence Life to confirm that your status is changing from residential to remote: 717-815-1281, [residence@ycp.edu](mailto:residence@ycp.edu).
- Remember to take advantage of support services remotely, including the Academic Support Center, Writing Center, etc.