# Extended Course Access for a Student

> **ALERT:** Avoid using the [Reconcile Your Rosters (https://vtac.lonestar.edu/help/reconcile-roster)](https://vtac.lonestar.edu/help/reconcile-roster) form to add a student whom was granted **Extended Course Access**, as this will revoke their access to your course.

The **Extend Course Access for a Student** form allows you to grant a student extended access after the end date of a course has passed. Follow the steps below to request extended student access to a course in D2L for a student with an incomplete.
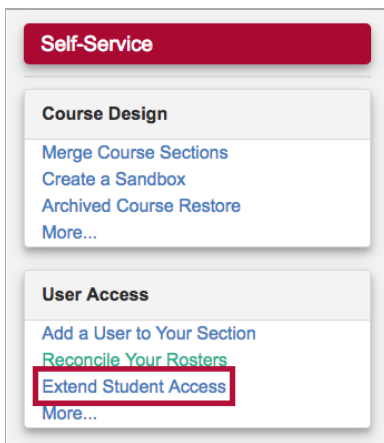
> **NOTE:** This will only affect your D2L classroom, not the student's academic record in iStar.

[Show Video Walkthrough]

1. Login to D2L.

2. Select **[VTAC Support]** in the **Navbar**.
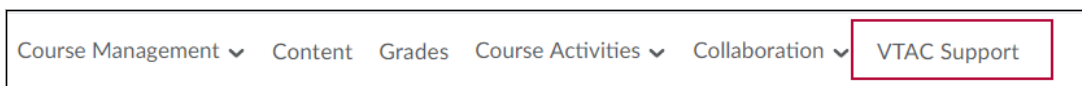
3. In the **[Self-Service]** column under **[User Access]**, click **[Extend Student Access]**.

4. On the form that opens up, under **[Select a Course]**, select the semester from the **[Course Filters]**.

5. Indicate either **[Credit]** or **[CE]**.

6. Select from **[Courses Available]**.

7. Click in the textbox **[Select End Date]** and navigate to the date that you want the extension to end.

8. Click **[Populate]**.

9. Select the student or students' names from the list by clicking them. If selected they will turn blue.

10. Click **[Submit]**.

See Access a Course as an Incomplete Student (https://vlac.lonestar.edu/help/b0602) for student instructions for accessing the course.