Registrar & FERPA Basics
Agenda

- What does the Registrar’s Office Do?
- FERPA Overview
- Parent Tools
Office of the Registrar

- Wilbur Cross - First Floor
- 8-5 Monday-Friday
- 860-486-3331
- registrar@uconn.edu
- Registrar.uconn.edu

Come see us!
Office of the Registrar
Records and Enrollment Services

- Transcripts
- Enrollment Verifications
- Course Registration: Your students are registering while at Orientation
- Processing of approved major, minor, or advisor changes
- Questions about grading, course and exam scheduling, academic standing, and more!
Office of the Registrar
Degree Audit

- Located on the Garden Level
- Advisement Reports & Plans of Study
- Graduation Requirements & Diplomas
FERPA Overview


- FERPA gives certain rights to students to have their information protected as private, and to make decisions regarding their education records (and the contents of those records).

- In postsecondary education, these rights belong to the students, regardless of age or dependent status.

- **Right to Control Access:** Students generally have the right to control the disclosure of their information from education records ("prior written consent").
FERPA Overview

Directory Information: Information that is deemed public as it would not be considered harmful if released

- Name
- Enrollment Status
- Major
- Degree sought
- Honors, including Dean’s List
Share My Information (Parent Tools)

In order to access protected information, you will need “Prior Written Consent”

1. TALK: FERPA Designee Pin
2. ACCESS: Delegated Access
3. PAY: Authorized User (TouchNet)
4. Signed release form for one-time release for records or sensitive information not covered by above

www.ferpa.uconn.edu
A federal law, the Family Educational Rights and Privacy Act of 1974 as amended, affords students certain rights regarding their educational records. This law is also known as FERPA and the Buckley Amendment.

Students have a right to know the purpose and content of their education records, and which University offices maintain their education records; the right to request changes be made to education records; and the right to appeal a decision of a University faculty or staff member not to make the changes requested.

For purposes of FERPA, the University considers all students to be independent. Therefore, educational records will not be provided to parents without the written consent of the student.
1. TALK: FERPA Designee Pin

- Allows Central Office to TALK to designees
- Uses a 4-digit pin code for verification
- Resides in a web form outside of StudentAdmin
- Categories of Information:
  - Academic & Advising
  - Global Affairs: Education Abroad & International Student Services
  - Husky One Card
  - Parking Services
  - Residential Life
  - Student Affairs/Services
  - Student Conduct
  - Student Financials: Bursar & Financial Aid
Students may use the FERPA Designee Pin Page to grant certain University staff and designees permission to discuss certain types of student information. Students typically grant permission to individuals (e.g., a parent, a guardian, a significant other, or employer) for assistance with University matters. The FERPA Designee Pin allows students to select from a limited list of categories of the most commonly discussed topics. When a designee contacts an office they will be asked to provide their name and their 4-digit pin code. University staff may contact students for additional consent prior to discussing items that may go beyond this limited list and/or particularly sensitive matters.

The FERPA Designee Pin may NOT be used to:

1. Disclose copies of education records. The FERPA Designee Pin only covers discussions regarding student information, not the disclosure of the records themselves.
2. Allow discussions with faculty.

It is important to note that the FERPA Designee Pin does not cover every topic of discussion. Nor does it cover discussions with all University employees about a student. University staff may determine when additional consent of the Student is required.

For more information on disclosures not covered by the FERPA Designee Pin and requests for additional consent, please see: Disclosing or Sharing Other Records.
FERPA Designee Pin Page - Student

Categories of Information

By selecting one or more categories below, you are authorizing designated individuals in the departments below to discuss the following types of information relevant to their department with each FERPA Designee:

Academic & Advising Information: Academic progress including final and mid-semester grades, grade point averages, academic standing, registration plans, course selection and current enrollment. This does not include times and locations of courses, notes related to academic issues, enrollment appointment times, and communication with advisors, including information contained in forms and petitions.

Global Affairs

International Student & Scholar Services: SEVIS and visa status; immigration advising; I-20/F-1 Compliance forms; immigration status documents.

Educational Abroad: Education Abroad application status, materials, and progress including country/university of study, travel arrangements, transcripts, correspondence, and related fees.

 Husky One Card Information: Husky One Card Information: Husky Bucks transaction history, including balances and deposits; Husky Bucks transactions pertaining to the student’s fee bill; online photo submission; and issues relating to using the Husky One Card to access services.

Parking: Information regarding parking applications and assignments, parking enforcement (including citation history, appeals, vehicle tow & relocations); use of commuter options; transaction history and balances, deposits, vehicle registration, and related information.

Residential Life Information: Financial information pertaining to Residential Life matters (damage billing, credits, refunds, general billing, and charges information); Lottery and other related information; Roommate concerns and related information; student conduct matters pertaining to Residential Life (prior history, incident reports).

Student Affairs/Services: Voluntary separations from the University, readmission to the University, Short-Term Emergency Loans (STELF), residency status and applications for change; status of requests for secured absences from and readmission of Final examinations; requests for activation of incomplete grades, general issues of an academic or personal nature in which a student may request support. This includes information contained in forms, correspondence and student records directly related to the approval criteria or process.

Student Conduct: Student conduct information contained in files, including but not limited to, incident reports, case documents, correspondence, and parental notification letters. Student conduct files may only be discussed by the department with the custodial duty of the records in question.

Student Financial Information

Bursar: The student’s fee bill balance, charges, credits, payments, and related service information appearing on their account. Past due amounts and/or collection activity; payment plans, third party sponsorship, and 1098T Information. Health insurance waiver status and general health service charge information. University maintained loan disbursements, loan billing, and repayment history. NOTE: Being listed as a student’s Designee gives the University permission to disclose information. It is NOT the same as designating an authorized user for e-bills and payment plans.

Financial Aid: The student’s pending, current, or previous financial aid awards, certain financial aid application data, enrollment status, withdrawal dates, document requests, processing status, eligibility, disbursements, employment history and related matters, and all correspondence.
2. ACCESS: Delegated Access

- Allows delegates to **ACCESS** certain StudentAdmin screens
- Uses a security key and password for login
- Delegates create an account to log in to StudentAdmin
- Allows delegates to view specific self-service pages selected by the student, including:
  - Academic Information: Course History, Enrollment Appointments, Transfer Credit Report, Unofficial Transcript
  - Financial Aid Center
  - Financials: Term Fee Bill & 1098-T
  - Holds
Delegated Access - Student
Delegated Access - Delegate

Delegate:

Jennifer Gattilla has given you access to view select areas of his/her education record on the UConn Student Administration System. You will be able to view the following:

- View Milestones & Service Indicators
- View My Academic Info
- View My Financial Aid
- View My Financials

Create an account and register for access

Follow the steps below the first time you register to access Jennifer Gattilla’s education record.

1. Open the account creation page.
2. Enter the requested information, and click Create Account.
3. Read the “Terms and Conditions for accessing education records.” Check the “I accept” box to gain access to the items listed above.
4. Enter the following:
   - Security Key: RH1f4SGD
   - The email address at which you received this notification.
5. Select a question and enter a response for password recovery.

After you have an account and for future visits, login on the Student Administration System landing page.

If you need assistance or have any questions, please contact the ITS Help Center at helpcenter@uconn.edu or 860.486.4357.
Delegated Access - Delegate View

Student Administration System

Create your new Account

Choose your User ID: LauraS
Create a password: ****************
Confirm your password: ****************
Email Address: laura.stone@uconn.edu
Confirm your Email Address: laura.stone@uconn.edu
First Name: Laura
Last Name: Stone

Retype text seen above: w$i3

Create Account
Laura Stone

Terms and conditions for accessing somebody else’s data

Terms and Conditions

You have been granted access to view certain student information that belongs to a current or former student of the University of Connecticut. By accepting these terms and conditions, you consent to protect the privacy of the data and to access and/or use the information fairly and lawfully.

The following terminology applies to these Terms and Conditions: "Student" refers to the person who delegated access to you. "Delegate" refers to you, the person authorized to access and view the Student’s data on his or her behalf.

By designating you as a Delegate, the Student in question has provided his/her consent for you to access and view certain portions of his/her education record. Please note it is up to the Student to decide what information he/she has chosen to share with you. The Student has the right to change your access to this information, or even to revoke his/her consent entirely, at any time.

Agreement:

All Delegates are required to sign this agreement for each of the students that provide you access to the content(s) of their education record. In order to access and/or use the student information under the University of Connecticut’s Delegated Access program, you must confirm your understanding and acceptance of this policy by accepting the terms and conditions.

I accept terms and conditions

Acceptance Date: 04/02/2018

Security Key: RHv4BDG (Security Key was included inside the email notification you received)

Contact Email: laura.stone@uconn.edu (Email address where email notification was sent to you)

Please select a password hint question and enter a response for future Delegate Access password reset.

Question: What is your pet’s name?

Response: BRADY

Submit
Delegated Access - Delegate View
Delegated Access - Delegate View
Questions???
Comments...
Applause!!!