

**Registrar's Office
Policies Manual**

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SECTION I

Institutional Overview

Mission Statement

United Tribes Technical College provides quality post-secondary education and training to enhance knowledge, diversity, and leadership for all indigenous nations.

Vision

United Tribes Technical College is a premiere college, a leader in tribal education, arts, and cultural preservation, technology, research, and the humanities. UTTC foresees a campus community with state-of-the-art facilities. UTTC aspires to be self-sustaining in line with its mission for tribal self-sufficiency and self-determination. Most importantly, UTTC envisions skilled, knowledgeable, culturally-grounded, healthy graduates who will achieve their educational goals; empower their communities; and preserve the environment, tribal land, water and natural resources.

Values Statement

United Tribes Technical College Board of Directors, Administration, Staff, Faculty, and Students are guided in their actions by the following values:

U -	Unity	T -	Traditions
N -	Native Americans	R -	Respect
I -	Integrity	I -	Independence
T -	Trust	B -	Bravery
E -	Education	E -	Environment
D -	Diversity	S -	Spirituality

UTTC affirms these values as being representative of the tribal medicine wheel concept. This takes into consideration an individual's physical, intellectual, cultural, and emotional wellness. When these ideals are practiced, the UTTC community will flourish.

Governance

United Tribes Technical College is a nonprofit corporation incorporated in the State of North Dakota and operated by the five tribes wholly or in part in North Dakota. Those tribes are the Mandan, Hidatsa & Arikara Nation, the Spirit Lake Tribe, the Sisseton-Wahpeton Oyate, the Standing Rock Sioux Tribe and the Turtle Mountain Band of Chippewa Indians. The College is governed by a ten-member board of directors made up of the chairperson and one delegate selected from each of the tribes.

SECTION II

United Tribes Technical College Organizational Chart of the Registrar

President	
Vice President of Student Services	
Registrar	
Assistant Registrar	Administrative Assistant

Registrar's Office

Purpose of the Office

The primary focus of the UTTC Registrar's Office is the management of student records. The Registrar's Office is involved with students from the time the students register for college through completion of the degree at graduation. It is the responsibility of UTTC's Registrar's Office to monitor students' academic progress with the assistance of Academics and to notify other offices such as Admissions and Financial Aid in regard to student progress. The Registrar's Office is responsible for preparing and maintaining accurate official student transcripts and other academic records while the student is in college and after graduation.

Semester Description

UTTC operates on a semester schedule, which is a term averaging fifteen (15) weeks of instruction and one (1) week for final exams for a total of sixteen (16) weeks. A Summer Session is approximately eight (8) weeks in length and the classes offered during the Summer Session vary. (See the Academic Calendar for starting and ending semester dates.)

Orientation

Orientation is held at the beginning of each semester and is required of all new and transfer students. Activities include presentation of school policies, financial aid information, student responsibilities, placement testing, overview of services available to students, assignment of counselors, assignment of home group leaders, and may include workshops on important information.

ACCUPLACER Exam

The ACCUPLACER exam is used for academic assessment and to determine course placements. In order to assess students' academic needs, the exam will be administered each semester for all new students and transfer students if appropriate. Students who have taken the ACT prior to

registration at UTTC will not be required to take the ACCUPLACER exam. If a student has already taken the ACCUPLACER test within the past one year, and can provide a copy of the scores, those scores will be accepted.

Academic Advising

All UTTC students are assigned an academic advisor. The advisor will assist with the selection of courses to fulfill graduation requirements. The advisor must sign registration and drop/add forms and help the student develop a certificate/degree plan. In addition, the advisor may counsel students in such areas as academic progress, attendance concerns, and campus policies.

Students Transfers

Students who have attended colleges elsewhere must notify UTTC of all previous enrollments. Students are required to have all official transcripts from other colleges sent to the UTTC Registrar's Office.

Transfer credits for courses with grades of a "C" or better may be accepted if they apply directly to the student's degree plan. Credits from other institutions will not be considered for transfer if they are more than 5 (five) years old, unless the student has completed a degree. The number of credits approved for transfer from other institutions also may not exceed 50% of the degree requirements for the vocation (See Graduation Requirement #3).

The Registrar evaluates all transfer students' official transcripts. Any course that is acceptable to this College is accepted and will appear on the student's course history as a "transfer." The course must have been taken at an accredited institution within the previous 5-years. The Office of the Registrar also needs official transcripts and may request a course description from other institutions before the course credits are transferred.

The transferring student is advised similar to any new student. There may be a need to adjust their educational plan because some required courses might be met by transferring courses. It is important to discuss the adjusted plan and design a recommended course schedule for every transfer student. Any transferring courses, which are not needed by the major requirements, will appear in the "Free Electives" category under the General Education plan. Advisors should review these courses. The advisor has the opportunity to deem a transferring course worthy of meeting one major required course. The advisor should discuss this matter with the Registrar on behalf of the advisee.

Registration

All students must officially register with their academic advisor prior to attending the first class. Registration deadlines are listed on the academic calendar and all students must register within the dates specified. A class schedule is published each semester with specific days, time, and location for classes.

Full Time Students

A student enrolled in 12 or more credits in either Fall or Spring semester is considered full-time. For a first time freshman, a Grade Point Average of 2.00 is required at the end of the first semester with the college. For a returning or transfer student, a semester Grade Point Average of 2.00 is required.

Part Time Students

A student enrolled in less than 12 credits is considered part-time. Part Time students must complete 6-8 credits each semester with a Grade Point Average of 2.00. Three Quarters students must complete 9-11 credits with a semester Grade Point Average of 2.00.

Student Class Load

Any student wishing to enroll in more than 19 credit hours in a semester must have written approval of the Vice President of Academic Affairs.

Vocation / Degree Plan Change

A Vocation Change Form must be completed in the following situations:

1. A student intends to change their major and/or degree
2. A student intends to move from one degree level to another (non-graduating)
3. A returning student graduates with a certificate or AAS degree and intends to move onto the next degree level within their program (this does not apply to stop-out students)

Any other situations should be verified with the Registrar's Office and with the Admissions Office. A Vocation Change form will be filled out by the Current Advisor and New Advisor if the student is changing departments. The advisor will sign this same form for students moving from Associates to Bachelor degree within the same program. Financial Aid must also sign this form. After these stages are complete, the form will be provided to the Registrar's Office and the proper adjustments will be made in the Jenzabar system.

A Student in Good Standing

A student in good standing must have successfully completed one semester at UTTC and currently be enrolled. During this time, a student must carry a minimum of 12 credit hours, maintain a GPA of 2.0, have good class attendance and participation, and have no unpaid fees. Only students in good standing may represent the college at authorized academic, vocational, and athletic events.

Course Changes

Students wishing to change courses must do so on or before the tenth instructional class day of the semester (Census Date). Students must obtain permission from the appropriate advisors and instructors of classes involved. The Advisor may do this procedure themselves, but if assistance from the Registrar is required, a form is available from the Office of the Registrar. This procedure is accomplished with the student's advisor's discretion and assistance.

Course Challenges

Students may elect to challenge a course. At the beginning of the semester the student must pay for the course before it is transferred on the transcript. When a course is challenged, the student is given an examination or practical experience which is equal in difficulty to the final test normally given in the course. Successful completion of this challenge (90% or more) exempts the student from taking the course. The instructor of record is determined by the Vice President of Academic Affairs. Students may inquire about the fee for this with the Student Accounts office.

Adding and Dropping Courses

The following procedure will be used if a student adds and/or drops a course(s):

1. Complete the ADD/DROP form with the Advisor.
2. Obtain the Instructor's signature on the form.
3. Obtain the Financial Aid Technician's signature on the form.
4. Submit the form to the Registrar and retain a copy for yourself.

Note: Adding classes is not permissible after the last day to add classes has passed on the Academic Calendar. Dropped Classes may be noted as "Dropped" or "Withdrawn" depending on the date of the actual withdraw from the course. It is the Advisors' and Students' responsibility to know these dates and make the appropriate decision regarding this process. Proper documentation MUST be received by the required date. Late paperwork will not be accepted. The Add/Drop form is required documentation for students changing classes within the first two weeks of college (until Census Date) if the advisor is unable to register the student, and the Add/Drop form is required for individual classes after Census Date.

* For students who wish to completely withdraw from college, the procedure is explained in the Withdrawing from College section.

Prerequisites/Co-Requisite

Courses with prerequisites require prior course work and must be completed satisfactorily. Students must seek the approval of the instructor or academic advisor before registering for specific classes. Courses that require prerequisites are designated in the course description. Co-requisite course requirements may vary as to successful completion in certain circumstances. This decision is at the advisor's discretion.

When any course(s) are considered pre-requisites or co-requisites to any other course(s), a minimum grade of 'C' must be earned in both courses in order for the requirement to be met. If a grade of 'D' or 'F' is earned in one of the courses, then that class will need to be re-taken in order to fulfill the requirements of both courses. In order to meet the requirements of a United Tribes Technical College degree, all pre-requisite and/or co-requisite course requirements must be met for the purposes of graduation.

Continuing Education Units

The Office of Extended Learning at UTTC offers Continuing Education Units (CEUs) to document and provide credit for professional development activities. These units are offered through workshops, institutes, and a variety of other training formats. All training for CEUs must be pre-approved through the Office of Extended Learning.

Course Syllabus

The syllabus is considered a contract with the student. This document is referred to in many instances: advising, counseling, disabilities services, staffing, hearings, and administrative reviews. The syllabus is a useful tool for providing information about services or other academic assistance, as well.

United Tribes Technical College policy mandates that every program develops a syllabus for every campus-based and online course in a manner compliant with identified best practices.

Each syllabus should include:

- Instructor information: name and title, office location, access to office, office hours, telephone and fax numbers, email, and mailbox location.
- The instructor should not share their home telephone number on the syllabus.
- The instructor should share an alternate email address, in case the uttc.edu system is down or otherwise can't be accessed (instructor travel, for example).
- Required and recommended textbooks: author, title, edition, publisher, ISBN number.
- Learner Resource Materials: recommendations and access procedures
- Resources: software and access procedures
- Course objectives
- Course Schedule, including assignments, learning activities, and projects cross-referenced to course objectives.
- Evaluation/grading system, including descriptions of performance assessments and scoring guides, goal attainment guides, and course expectations.
- Course policies: attendance, due date violations, academic integrity, classroom climate, student conduct, course procedures, professionalism, student work, access to College policies and Student Handbook, curriculum requirements and essentials, and other information as deemed appropriate.
- Disabilities Services Statement

Grading

The college uses letter grades to evaluate student work in each class. In order to receive grades and credit, students must meet course requirements. A student is required to earn a grade of 'C' or higher in any course required for the degree that he or she is seeking. A degree of any type will not be granted until all requirements identified on a degree plan are fulfilled. A grade of 'D' or 'F' will not fulfill the requirements for any course listed on any degree plan at United Tribes Technical College.

Instructors are responsible for determining final grades. A student's GPA is determined by dividing the number of honor points earned each semester by the total semester hours attempted. The cumulative GPA is determined by the same formula. Incomplete and withdrawn semester hours are not used in calculating a student's GPA. Semester hours failed are used in calculating GPA. When a course is repeated, the most recent grade will be used to calculate GPA.

Grade	Explanation	Honor Points Per Credit
A	Superior Performance	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	0
W	Withdraw	0

Transfer Grades

Transfer grades of 'C' or higher will be accepted as Earned Transfer Credit toward the fulfillment of degree requirements at United Tribes Technical College. Any grade less than 'C' will not be considered to fulfill the requirements of a degree and will not be allowed for Transfer Credit purposes.

Grade Appeals

A student may appeal a final grade in any course. The appeal must be done within 10 business days after the grade is received and after the student discusses the grade with the instructor who assigned the grade. Clerical errors can be corrected by the instructor by contacting the Registrar's Office by email or similar form of communication. If the result of the discussion is not satisfactory, the student may formally appeal the grade to the Vice President of Academic Affairs.

Satisfactory Academic Progress

All UTTC students are required to maintain certain academic standards. At the end of each semester, credit hours completed and grade point averages are reviewed to determine if a student is making satisfactory progress toward completion of his/her program. Students must meet these minimum standards to be considered making satisfactory progress.

Honors

UTTC believes it is important to recognize students who have distinguished themselves by high scholastic achievement. Students who are registered for 12 or more credits have the opportunity to be placed on the President's List (3.5 – 4.0) and the Vice President's List (3.0 – 3.49). These lists are publicized to give recognition to the students.

Academic Probation

A student will be placed on probation (and will remain on probation) at the end of a semester if either the term GPA (Grade Point Average) or the cumulative GPA is below 2.00. A student on probation will have a hold placed on his or her record and must see an advisor in order to register for the next semester.

Academic advisors will develop contracts specifying requirements that students must meet to be removed from probation or to register for classes while on probation. The academic contract may include requiring the student to meet with the academic advisor, counselors, or other available student support services, a pre-determined number of times throughout the semester. (Online learners can participate in conference calls to meet this requirement.) If the student meets the conditions of the contract, and the term and cumulative GPA are at least 2.00, the student will be removed from probation. Even if the contract conditions are met, the student must still meet the minimum GPA requirements. If the conditions of the contract are not met by the end of the semester in which the student is on probation, the student will be suspended.

Students will be given an override for the probation hold to enable them to register after they have met with an advisor and, if a contract is required, when the student's academic advisor is satisfied the conditions of the contract are met.

Academic Suspension

A student is suspended if the student does not successfully maintain a minimum term GPA (Grade Point Average) of 2.0 at the end of a second, consecutive term.

While on suspension, a student cannot register for any courses for at least one full academic year from the semester in which they were suspended (For instance, if a student is put on suspension in Fall, they may return the next Fall semester available). All academic departments will recognize the probationary holds and will not allow students, including non-degree seeking students, with these holds to register until after one full academic year.

Students may appeal suspension decisions in writing to the Vice President of Academic Affairs. The decision of the Vice President of Academic Affairs will be final.

Re-admission after a period of suspension is not automatic. To be re-admitted, a student must show evidence of changes in circumstances that demonstrate that he or she will succeed in an academic program and meet all typical institutional admission requirements. This process will be completed through Admissions.

Withdrawal from Class(es)

A grade of W (Withdrawal) is given to a student who drops a class prior to the last day to withdraw as published in the academic calendar. Withdrawal requires advisor approval. Students who are dropped from courses after the last day to withdraw will receive a grade as assigned by the instructor for the course(s). Students who do not complete the withdrawal procedure before the deadline can have any grade (including 'F') recorded as their final grade. Exceptions to the deadline can include Family Emergency, Medical/Health Conditions, Military

Service, Jury Duty, Lack of Housing, and Lack of Childcare Funding. All other reasons for withdrawal from classes will earn a grade based on the course instructor's determination.

- An Add/Drop form found on the Registrar's View folder on the S:\ will need to be completed and provided to the Registrar.

Withdrawal from College (complete withdrawal)

A student who withdraws (voluntary or involuntary) from UTTC for any reason may influence their grade point average and their ability to maintain satisfactory academic progress. Withdrawals can affect a student's academic status in terms of being placed on Academic Probation or Suspension. Students are encouraged to visit with Student Services staff and/or student academic advisors and carefully assess how course withdrawals can affect their academic standing for re-admission and/or for continued studies at UTTC. An Academic & Personal Counselor will complete and distribute a departure form for the student. The Institutional Refund Policy will depend on the date of departure. Students who do not officially withdraw will receive the grade earned (including 'F') recorded as their final grade. Exceptions to the deadline can include: Family Emergency, Medical/Health Conditions, Military Service, Jury Duty, Lack of Housing, and Lack of Childcare Funding. All other reasons for withdrawal from classes will earn a grade as described above.

- A Withdrawal Form found in the Registrar's View folder on the S:\ drive will need to be completed and provided to the Registrar.
- Students withdrawn from college prior to Census Date will be given a status of "dropped" and will not be considered enrolled students for that academic year.
- Voluntary Withdrawals are completed within two days of the necessary documentation being received.
- Involuntary Withdrawals are completed within five days of the necessary documentation being received. This time period is allowed for the student to file an appeal with the appropriate department(s) and for a decision to be made regarding that appeal. The person responsible for the student appeal should contact the responsible parties on the withdrawal documentation when a decision has been made.

Withdrawal Process

(Before Census Date / 10th day of classes)

1. Attendance should be tracked the first two weeks of the academic term. Any students who have not attended regularly or who have not shown up within the first two weeks should be academically dropped from these courses. This can be done by the student's advisor, but can be done with assistance from the Registrar's Office if necessary.
 - a. Every effort should be made to verify the student has never attended class or has ceased to attend class(es)
 - b. It should be determined if the student is missing some or all of their classes in order to know which specific courses are being missed, or if the student is not attending any classes.

- c. Notification regarding this student during the two week period should be submitted by email, including Advisors, Instructors, Registrar and Admissions in order to best track the student activity.
2. The Registrar's Office will update student records:
 - a. The Course(s) will be marked as 'dropped' in the Jenzabar software. The date of this status is automatically determined by the software.
 - b. Emails and any necessary documentation will be saved as a pdf in the student's PaperVision database file. This service is provided through Fireside Office Solutions.
3. Students with a transaction status of "Dropped" may still show up on some documents provided by the Registrar's Office (e.g. Student Listing Report), but this will not be used for reporting purposes. The documents where this information is supplied is often for Security or Housing purposes in order to record current students.
4. The student's record within the Registrar's Office will be updated as appropriate and the following departments may be notified if necessary: Academics, Admissions, Financial Aid, Student Accounts, and Councilors. The mentioned above departments often already know this status in advance.

(Withdrawal after Census Date / 10th Day of classes, but before last day to withdraw as posted on the academic calendar)

1. Academics is the first contact if a student is absent or having difficulties in class. Instructors should attempt to do the following:
 - d. Contact the Student
 - e. Contact the Academic Advisor(s)
 - f. Contact the Academic and Personal Counselor(s)
 - g. Contact the Registrar
2. Depending on the outcomes of #1 above, if it is determined that a student should be withdrawn from one or more courses, the following procedure(s) should occur:
 - a. If one or more (but not all) courses are being withdrawn:
 - i. An Add/Drop Form found on the Registrar's View folder will be completed. All areas must be completed.
 - ii. The paperwork will be provided by email and inter-office mail or delivered to the Registrar's Office.
 - iii. A phone call may be necessary in some situations, but documentation is required.

- iv. Proper signatures are required.
 - b. If all of a student's courses are being withdrawn:
 - i. A Withdrawal Form is filled out. All the areas must be completed.
 - ii. The paperwork will be provided by email and inter-office mail or delivered to the Registrar's Office.
 - iii. A phone call may be necessary in some situations, but documentation is required.
 - iv. Proper signature are required (dependent on Voluntary or Involuntary Withdrawal Status)
3. The Registrar's Office will update these student records in the Jenzabar software.
 - a. The student will be withdrawn from their courses and will receive either a 'W' or grades as determined by the instructor of the courses.
 - b. The student records will be saved as a pdf in the student Papervision database. This service is provided through Fireside Office Solutions
 - c. Notification is currently provided through Academic and Personal Counselors.

Incompletes

- A grade of I (Incomplete) will be recorded when a student is making progress in classes, but is unable to complete course requirements for reasons beyond his/her control and after negotiation between the instructor and the student about how the course can be completed. Students must contact their instructors within two weeks of other circumstances they feel would interfere with their ability to attend class and finish the course successfully. The incomplete grade must change to a grade within 10 business days of the next semester or it will convert to a grade of "F."
- Exceptions may include: Exceptional personal illness, a death in the family, or other unforeseeable circumstances,
- A student must contact their instructor within two weeks prior to an event or events that they feel would interfere with their ability to attend class and finish the semester successfully.
- A current minimum of a 'C' grade is required for the student to receive an Incomplete in that course.
- Copies of the negotiated agreement will be filed with the Registrar, the advisor, and the student. Students have two weeks into the succeeding semester to complete the necessary work.
- A "last-minute effort" by the student to complete the course with a history of poor attendance or poor performance is not a viable reason to report an incomplete grade.

Graduation

UTTC has two formal graduation ceremonies held in December and May.

1. A student's schedule should be determined and permanent before the last day to add/drop courses in the term in which the student can be expected to graduate. Failure to be admitted into required coursework may interfere with the student's ability to graduate.
2. The Registrar's Office will send out a list of prospective graduates each term. Department Chairs will confirm if the graduates on the list are likely to meet graduation requirements for the semester. This information is then verified by the Registrar. Advisors should continue to counsel the advisees and provide any updates to the Registrar Office up to the deadline for graduation.
 - a. If a student is presumed to be ready for graduation, the student will be added to the Prospective Graduation List maintained by the Registrar's Office.
 - b. If a student is not prepared for graduation, the advisor will inform the Registrar Office with a new date of presumed graduation. The Registrar will update the student record.

Graduation Requirements

Students must provide the following documentation no later than 15 days prior to graduation in order to participate in commencement activities and be considered an official graduate:

1. Graduation application
2. Graduation degree audit (also known as the Advising Worksheet in Jenzabar)
4. (Optional) Transcript or Grade Report for reference

* For online students, these documents may be scanned and provided by email. Advisors may sign on behalf of the online students when necessary.

Students must attend graduation meetings set by the Graduation Committee, which will be scheduled after mid-terms week. In order to receive their diploma, candidates must:

1. Earn a minimum GPA of 2.00.
2. Satisfy all program requirements as identified on the student's degree plan.
3. Fulfill residency requirements that state that a minimum of 50% percent of credits must be taken from UTTC in the degree program for field of study.
4. Pay all financial obligations to the College before receiving diploma.
5. Return all College property such as library books, keys, laboratory equipment and sports equipment.
6. Complete exit survey and assessments tests administered by the College.
7. Diplomas will be issued within 30 days of the graduation date and only to graduates who have met this criteria.
8. In the event that a student does not successfully complete their coursework, even if their name may appear on the graduation brochure, the student will not be considered an official graduate until all requirements have been met. A student may not walk in graduation twice for this purpose.

Students Transferring Out

Credits earned at UTTC may be accepted by other colleges and universities dependent upon transfer agreements and/or transcript evaluations. The student is responsible for initiating transfer by contacting the admissions / registrar's office at the selected college. This process should be started as early as possible.

Transcripts

The first official transcript is furnished to the student at no charge. There will be a \$2 charge for each additional official transcript. The student must not have any unpaid bills or student account holds or transcripts will not be issued or mailed.

Students will use the following procedure to request a transcript:

1. Submit a request in writing, to the Registrar's Office that bears the requester's signature.
2. Include your name, date of birth or social security number, appropriate fees, and the address where you wish to have the transcript sent.
3. If financial obligations exist, and a transcript is not released, the Registrar's Assistant will notify the student in writing and hold the transcript request for six months.

NOTE: Transcripts will not be issued as a result of telephone requests.

FERPA (Family Education Rights and Privacy Act)

Under the terms of FERPA, United Tribes Technical College has established the following information as Directory Information and may be released to those requesting it unless the student specifically requests otherwise on the form provided or by submitting written notification to the Office of the Registrar:

Director Information:

- Student Name
- Local Address/Phone
- Permanent Address/Phone
- Email Address
- Campus Cruiser login
- Data and Place of Birth
- Hometown
- Degrees and Awards Received and Dates
- Dates of Attendance (Current and Past)
- Full or Part-time Enrollment Status
- Participation in Officially Recognized Activities
- Participation in Officially Recognized Sports
- Weight/Height of Member of Athletic Teams
- Most Recently Attended Education Institute
- Major Field of Study
- Academic Level

- Residency Status
- Photographs

Other information may not be released without written consent of the student. Grades, social security numbers, ethnic background, and student schedules may not be released to anyone other than by the student and NEVER over the phone. If a student signs a FERPA form, it remains in effect until that student is no longer enrolled and unless that student states otherwise on the form. If a student leaves for a semester, a year, etc. the FERPA Release Form becomes Null and Void and the student will need to sign a new FERPA Release Form when they return.

PLEASE NOTE: Students are given the opportunity to restrict Directory Information each year. If the student restricts the release of Directory Information, a notation of "N" is placed on the Directory Information Screen in Colleague (SIS) and no information can be released on that student without further written permission of the student. Appropriate faculty/staff response: "There is no information available on that person."

For more information see the following:

- Bulletin (Schedule of Classes)
- Student Handbook
- College Catalog

Any questions concerning FERPA may be referred to the Office of Registrar. Every advisor is recommended to have a full copy of this law.

Security and Privacy

Privacy is a right; it embodies the information about one person. Confidentiality is a condition; it applies to an individual's private information being told to a second person. Security is a safeguard; it relates to the individual's private information being safeguarded from people who do not have a right or need to know it.

If security fails, a breach of confidentiality occurs, and privacy of the individual is breached. Always practice Good Faith efforts and remember that any person to whom information is communicated must a) be authorized to receive the information and b) have a valid need to know such information. When in doubt, ask the student for authorization to release a confidential information and err on the side of safety.