Very Important Information for Students and Parents Regarding Inquiries about Student Accounts

Under the federal Family Educational Rights and Privacy Act (FERPA) of 1974, disclosure of information from a student’s education records is strictly limited and all colleges must have policies in place to comply with this law.

Students:
You must have a FERPA password before college personnel can discuss your student account over the phone. This password allows us to verify that we are speaking with you.

To get a FERPA password, you must complete the FERPA Waiver Form on the other side of this notice, pick a password and return the form to the Registrar's Office, either in person or by mail.

If you choose to return the form IN PERSON, you must show photo identification – such as a driver’s license or student ID card.

If you choose to return the form BY MAIL, you must have your signature notarized.

If you have not submitted a FERPA Waiver Form and/or if you do not have your password, we cannot discuss any details of your account – including charges, payments, financial aid or grades – over the phone.

If you forget your FERPA password, you will have to complete another form.

Parents and Other Third Parties:
We cannot discuss a student’s account with a parent or other third party over the phone or in person unless the student has authorized the college to release information to that party and that party has the student's FERPA password.

A student who wishes to allow their parent(s) or other party access to his or her student account must complete the FERPA Waiver Form on the other side of this notice, pick a password and return the form to the Registrar's Office, either in person or by mail.

If your student chooses to return the form IN PERSON, he or she must show photo identification – such as a driver’s license or student ID card.

If your student chooses to return the form BY MAIL, he or she must have his/her signature notarized.

Remember, in addition to being authorized to speak with us, a parent or other third party also must have their student’s FERPA password.

The Registrar's Office is located in Room 136 of the Guenther Enrollment Services Center.

The FERPA Waiver Form only has to be completed once and will remain on file unless the student rescinds the form. A student who wishes to rescind his/her FERPA waiver must notify the Registrar's Office in writing.