


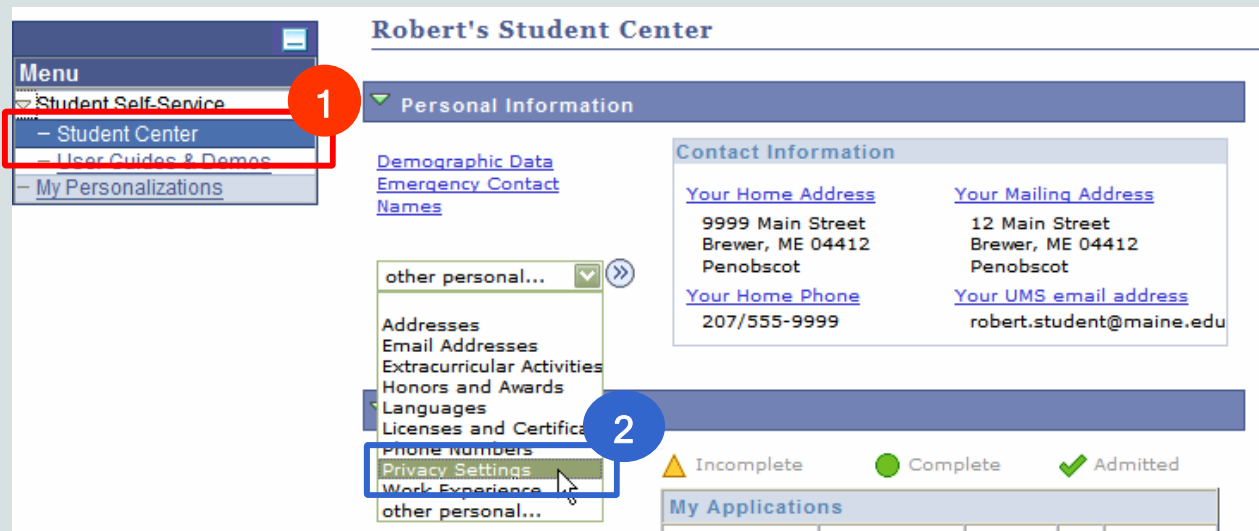
Restricting the Release of Directory Information

Certain information in your student record is designated as directory information. In accordance with the Family Educational Rights and Privacy Act (FERPA), the University may publicly share that information unless you restrict its release.


This Quick Guide shows how you can restrict the release of this information through your Student Center. Note that restricting the release of this information has far-reaching implications. Be sure to completely read the text on the Student FERPA page.

Accessing the Privacy Settings page:

- 1) In the *Menu*, navigate to *Student Self-Service > Student Center*
- 2) Select *Privacy Settings* from the pull-down menu
- 3) Click the  button



The screenshot shows the 'Robert's Student Center' interface. On the left, a 'Menu' is open with 'Student Self-Service' expanded, and 'Student Center' highlighted. A red box and the number '1' indicate this step. Below the menu, a pull-down menu is open, showing 'Privacy Settings' highlighted. A blue box and the number '2' indicate this step. To the right of the pull-down menu is a double arrow button. The main content area shows 'Personal Information' with sections for 'Demographic Data', 'Emergency Contact Names', 'Contact Information', and 'My Applications'. The 'Contact Information' section includes fields for 'Your Home Address', 'Your Mailing Address', 'Your Home Phone', and 'Your UMS email address'. A status bar at the bottom shows 'Incomplete', 'Complete', and 'Admitted' indicators.

- 1) Read the FERPA/Directory Restrictions notice. This message explains what constitutes directory information, and explains the effects of restricting the release of this information.
- 2) The *default* is to *Release* directory information. If you wish to change this, select the *Do not release any directory information* option.
- 3) Click the  button

FERPA Restrictions

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Edit FERPA/Directory Restrictions

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. Under FERPA, directory information may be publicly shared by the University, unless the student specifically requests that directory information not be released. The University of Maine System has designated the following as directory information.

- Name
- Address (excludes e-mail)
- Phone
- Date of Birth
- Program of Study
- Dates of Attendance
- Degrees and Awards received (including dates)
- Most recent previous educational institution attended
- Participation in sports and activities
- Class Level
- Enrollment status (full/part-time)
- Appropriate personal athletic statistical data

Students wishing to prevent the release of directory information should click on the first button below. **Caution:** If a student requests that directory information not be released, no information will be released to any requestor, including insurance companies and prospective employers, without the expressed written consent of the student. Nor will the student's name be included in the published Dean's List, student directory, commencement brochure or any other institutional publication or press release.

Please note: FERPA applies only to students who have enrolled, and does not apply to applicants.

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- Do not release any directory information
- Release all directory information

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