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
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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 Save button.