

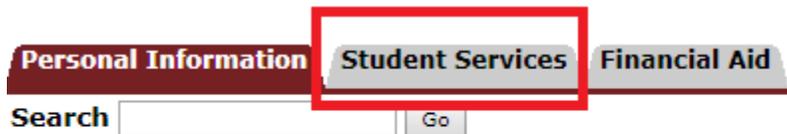
## Accessing Student FERPA Waiver Information

As of August 1<sup>st</sup>, 2017, students can manage their FERPA information via a student privacy setting that can be accessed via their BOSS login under the Student Services tab. Using this new interface to submit/update/remove individuals which can access (or not access) a student's academic record makes it easier for administrators to access this information without having to reference digitized paper documentation stored in ImageNow. Now, we can access this information using the Banner form SWAADVS.

### Accessing FERPA Information in BOSS

Students can access the above reference student accounts setting by:

1. Logging into BOSS with their T# and PIN.
2. Clicking "Student Services" Tab



3. Clicking "Student Records" Hyperlink

#### Admissions

Enter a new application, return to complete an application, or check the status of a submitted application

#### Housing

Enter a new housing application, return to complete a housing application, or check the status of a submitted housing application

#### Registration

Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

#### Student Records

View your holds; Display your grades and transcripts; Order transcripts; Track transcript requests; Review charges and payments.

#### Registration Verification

Check here to see if you will be deleted from upcoming classes.

#### Student Accounts

View Account Balance, Make Payment Arrangements, Get Information about Deferred Payments.

#### Graduation Application

Apply for Graduation, View Online Requests.

4. Clicking "Privacy Settings" Hyperlink

#### View Student Information

#### Enrollment Verification Request

Submit the linked form to the Office of Records and Registration at records@ual.edu, or by visiting our office.

#### Privacy Settings

Change your confidentiality flag and FERPA settings

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**RELEASE: 8.8**

In this interface a student can add new individuals, updating information about the existing individuals, or remove individuals from the access control list which we will use in determining who may receive information the student's academic information. This page is also important to reference because it gives student the opportunity to opt-in to a confidentiality agreement with us which will block the disclosure of directory academic information to 3<sup>rd</sup> parties to which FERPA applies to.



The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects your educational records from being disclosed without your consent.

Learn more about [your rights under FERPA](#).

### Confidentiality

FERPA allows for general information about you, called "directory information," to be disclosed to third parties (such as schools, employers, etc.) without your permission.

I want my directory information marked confidential.

### FERPA Waivers

You may choose to grant access to your educational records to specific people—such as your parent or guardian—by entering their name and relationship to you. You may revoke access by removing the entry.

Name  Relationship

Name  Relationship

Name  Relationship

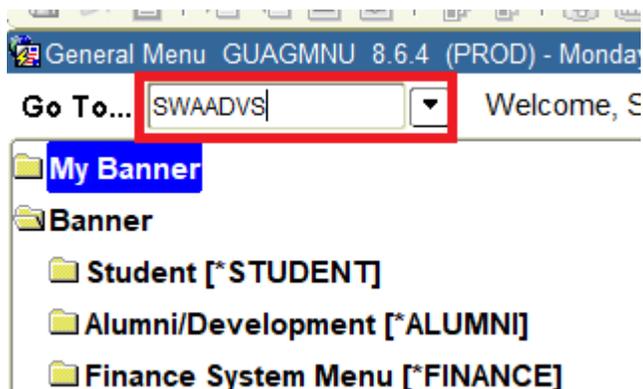
Save

[Cancel](#)

## Accessing FERPA Information in Banner

The access to FERPA information in Banner is relegated to only staff and faculty members which are permitted access to Banner and interface with students and individuals which may request information about the student (parents, friends, etc). The Banner interface will provide a quick means for us to determine if individuals are permitted access based on the information that was last entered by the student in BOSS.

1. Log into Banner using your credentials
2. Type in SWAADVS at the top of the Banner application, and hit enter



3. When the form loads, type in the student's ID and enter the current academic term in the 6 digit format of year then the academic term (for example Fall 2017 would be 201760, Spring 2018 would be 201810)
  - a. Fall's code is '60'
  - b. Spring's code is '10'
  - c. Summer's code is '30'

Advising Form SWAADVS 8.9 (PROD)

ID:   Term:

4. Click the "Next Block" Icon, or press Control+Page Down. This will load the student's information related to whether an academic flag is present on their account, the student's current curriculum, and lastly the student's max hours allowed and FERPA Waiver information

ID:   Term:

Advising Flag

Hold Type:  Advising Flag Reason:   Release Indicator  
 From:  To:   Records

Curricula Summary - Primary				Student Type:	Campus	Rate:	College	Degree
Priority	Term	Program	Catalog	Level				
<input type="text" value="3"/>	<input type="text" value="201760"/>	Health Education/Prom	<input type="text" value="201760"/>	Undergraduate	Main		Education & Health Profes	Bachelo
End:		Outcome Key:		Admission Type:		Admission:	<input type="text" value="201760"/>	Matriculation:

Field of Study Summary				Department	Attached to Maj
Priority	Term	Type	Field of Study		
<input type="text" value="1"/>	<input type="text" value="201760"/>	Major	Health Education/Promotion	Counsln/Human Perfm/Rehabltn	
<input type="text" value="2"/>	<input type="text" value="201760"/>	Minor	Advertising/Public Relations		
<input type="text"/>	<input type="text"/>				

Miscellaneous		FERPA Waiver	
ACT 1014 / GAP Status:	<input type="text"/>	Grantee Name	Relationship
Max Hours (Overload):	<input type="text" value="99.000"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

In the given example, there are no individuals which have been granted FERPA access to Ms. McCord's account, but in the highlighted section, the individual's name, and their relationship to the student, would be displayed.