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Sr. Assoc. University Registrar

# **STUDENT “DIRECTORY” INFORMATION**



Office of the University Registrar

# Student Directory Information

In the *Student Manual of University Policies and Regulations*:

## Directory Information

- The University makes available without the consent of a student only such information as would ordinarily be published in a student directory or other materials intended for public distribution: name, current address, electronic mailing address, telephone listing, photographs, major field of study (including degree program(s) fields, major(s), minor(s), year of study and/or class information), awards and honors, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, the most recent educational agency or institution attended, and similar information.
- Through cMore, students may request that all of their information be withheld. The University may use information which the student has directed be withheld from public release for internal purposes or per exceptions provided by the Family Education Rights and Privacy Act (FERPA).

[http://studentmanual.uchicago.edu/administrative/index.shtml#directory\\_information](http://studentmanual.uchicago.edu/administrative/index.shtml#directory_information)

# Student Directory Information Items

- Name: The full official name of the student, First, Middle, Last
- “Current” Mailing Address and associated phone numbers
- Email Address: The cNet@uchicago.edu address
- Program-of-Study (Degree sought, Department, Major, Minor)
- Year of Study (e.g. College First-Year, 3<sup>rd</sup> Year Law, AR Year 8)
- Awards and Honors: That appear posted on UChicago transcripts
- Dates of Attendance: University matriculation quarter, current or most recent quarter of registration - NOT future quarters.
- Degrees conferred by the University: Degrees, Dates, Fields, Dissertation/Thesis Titles.
- Most recent institution attended, as it appears on U of C transcript
- Student ID Card Photographs, as arranged via University Registrar

# Scenario: Request for Directory Information

You are the secretary for a department in one of the graduate divisions.

You receive an email from one of your senior faculty who is presenting a paper in London that she's learned from a colleague from Russia that there's a great research opportunity in Minsk.

She wants you to send the email addresses of all your department's students to her Russian colleague so he in turn can send the students all the details.

Your faculty member tells you to send the students' email addresses to [Boris@minsk.edu.rs](mailto:Boris@minsk.edu.rs)

What do you do? (Or NOT do . . .)

# Responding to Directory Information Request

- You do NOT just automatically send the names and addresses of all the department's students to Boris.
- Under FERPA, you can not send information about students who have directed the University withhold the release of such “directory” information to third parties (Boris is a “third party”).
- You CAN send to Boris the names and addresses of the students who haven't blocked release of directory information . . .

But how do you know which students have and which have not blocked this release?

## Checking on Blocks of Directory Information Releases

Check with your area's Dean of Students for daily list of FERPA blocks or call up students in Gargoyle or Enrollment Manager, one at a time. For any student with such a FERPA block he or she must be removed from the list you send to Boris.

# Dean of Students Daily List

UCID	LastName	First	Middle	Email	FERPA	AcademicProgram	CurrentLine1	City	ST	ZIP	Phone	Confirmed
375855	Actor	Robert		<a href="mailto:bogus@uchicago.edu">bogus@uchicago.edu</a>	N	Northern Studies	5316 S. Kimbard	Chicago	IL	60615	7732582233	Y
852855	Cousins	John	O	<a href="mailto:dilbert@uchicago.edu">dilbert@uchicago.edu</a>	N	Northern Studies	6102 S. University	Chicago	IL	60637	7738526633	N
346552	Dixon	Ivana	Carol	<a href="mailto:false@uchicago.edu">false@uchicago.edu</a>	N	Northern Studies	8244 South Pine	Chicago	IL	60617	7734452222	N
398665	Edwards	John		<a href="mailto:donotuse@uchicago.edu">donotuse@uchicago.edu</a>	N	Northern Studies	5426 S. University	Chicago	IL	60615	7734655555	Y
322665	Fitzgerald	Karla	Elizabeth	<a href="mailto:bogus1@uchicago.edu">bogus1@uchicago.edu</a>	Y	Northern Studies	5550 S. Manhattan	Chicago	IL	60637	7736664444	Y
336699	Grissom	Gus		<a href="mailto:unusable@uchicago.edu">unusable@uchicago.edu</a>	N	Northern Studies	1642 E 59th	Chicago	IL	60637	7735558888	Y
337777	Harper	Wanda		<a href="mailto:unreal@uchicago.edu">unreal@uchicago.edu</a>	N	Northern Studies	1700 E. 53rd	Chicago	IL	60637	7732225555	N
345555	Johnson	Andrew	Anthony	<a href="mailto:fake@uchicago.edu">fake@uchicago.edu</a>	Y	Northern Studies	3324 N Clark	Chicago	IL	60657	7736662222	Y
377722	Kitchener	Roberta		<a href="mailto:notreal@uchicago.edu">notreal@uchicago.edu</a>	N	Northern Studies	5053 S. Greenwood	Chicago	IL	60615	7736662222	Y
375224	Landau	Martin		<a href="mailto:aintso@uchicago.edu">aintso@uchicago.edu</a>	Y	Northern Studies	525 W. Olive	Chicago	IL	60657	7734445555	N

NOTE: The yellow "Y" in the FERPA Column means YES, the student **has invoked** FERPA Block → Don't release Directory Information

(Note: The pink "N" in CONFIRMED Column means student hasn't confirmed via cMore yet)

# Enrollment Manager Screen

NOTE: The “Y” in the FERPA column on the far right means the student **has invoked a FERPA block**.

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"No Release" of Directory Information

This is an example of a record from the Enrollment Manager with a "No Release" as indicated by 'N' under the FERPA column.

**Enrollment Manager - Gargoyle Registration**

[Find Another Student](#)

**Search Results for All - Winter 2009**  
where Student ID =

Name	Student ID	Term Record Status	International	Cat-2 Restriction	FERPA
Jane Student	725999	College Full-Time Default	N	N	<b>Y</b>

[Find Another Student](#)

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**\*\*THIS IS A CORRECTION FROM THE PRESENTATION.\*\***



# Gargoyle Screen FERPA Block



The phrase, in red, “*Some of this person’s data is FERPA protected*” will appear on every Gargoyle screen for a student who **has invoked** a FERPA-block.

# What to do with FERPA-Blocked Students?

- Scenario: Forward your faculty member's email message to each of your FERPA-blocked students, using "bcc" address field for multiple students, indicating to them that they can each contact Boris if interested.
- Remind them that they have a FERPA-block which they can update on cMore.

Keep in mind, almost 15% of our University's students have invoked FERPA-blocks, and the percentage is growing.