


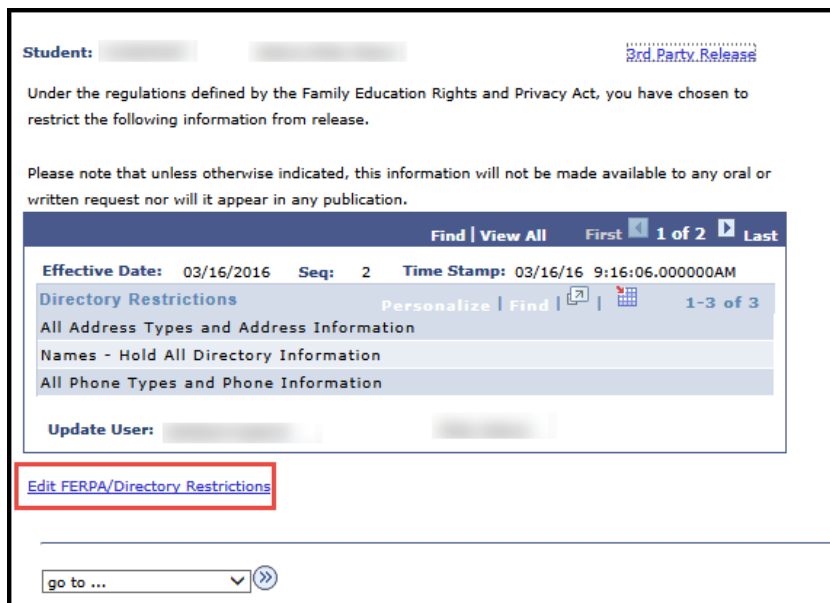
Setting Your FERPA Restrictions

To restrict the release of your directory/public information, you must complete and submit the FERPA Directory Restriction form located on your Student Center.

1. Click the drop-down menu in the Student Center **Personal Information** section.
2. Select **FERPA Directory Restrictions** from the drop-down menu.
3. Click the **Go** icon  to open the form.



4. Click the **Edit FERPA/Directory Restrictions** link.



NOTE: If restrictions have been placed in a previous session, they will appear here.



- Click the **+** (plus sign) icon to activate the **Field Restrictions** check boxes.

FERPA Directory Information Hold

Checking any box below means that information will not be released

Student: [redacted]

Effective Date: 03/16/2016 Sequence: 2

Restrict All Release All **+**

Field Restrictions	
<input checked="" type="checkbox"/>	Names - Hold All Directory Information
<input checked="" type="checkbox"/>	All Address Types and Address Information
<input checked="" type="checkbox"/>	All Phone Types and Phone Information

- Check the boxes next to the corresponding information you wish to have withheld.
- Click **Save** to record your preference. This information is now considered confidential.

FERPA Directory Information Hold

Checking any box below means that information will not be released

Student: [redacted]

Effective Date: 03/16/2016 Sequence: 3

Restrict All Release All **+**

Field Restrictions	
<input type="checkbox"/>	Names - Hold All Directory Information
<input type="checkbox"/>	All Address Types and Address Information
<input type="checkbox"/>	All Phone Types and Phone Information
<input type="checkbox"/>	Athletics and Extracurricular Activities
<input type="checkbox"/>	Major Field of Study
<input type="checkbox"/>	Classification by Year
<input type="checkbox"/>	Number of Hours Enrolled
<input type="checkbox"/>	Number of Hours Completed
<input type="checkbox"/>	Weight of Members of Athletic Teams
<input type="checkbox"/>	Height of Members of Athletic Teams
<input type="checkbox"/>	Dates of Attendance
<input type="checkbox"/>	Withdrawal Dates
<input type="checkbox"/>	Degrees
<input type="checkbox"/>	Scholarships
<input type="checkbox"/>	Honors
<input type="checkbox"/>	Awards Received and Type
<input type="checkbox"/>	Awards Received and Date Granted
<input type="checkbox"/>	Student Photo

Save

