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. Select **Edit FERPA/Directory Restrictions** from the other personal... drop-down menu.

**NOTE:** If restrictions have been placed in a previous session, they will appear here.
5. Click the icon to activate the **Field Restrictions** check boxes

![Field Restrictions Check Boxes](image)

6. Check the boxes next to the corresponding information you wish to have withheld.

![Field Restrictions Check Boxes](image)

7. Click **Save** to record your preferences. This information is now considered confidential.