
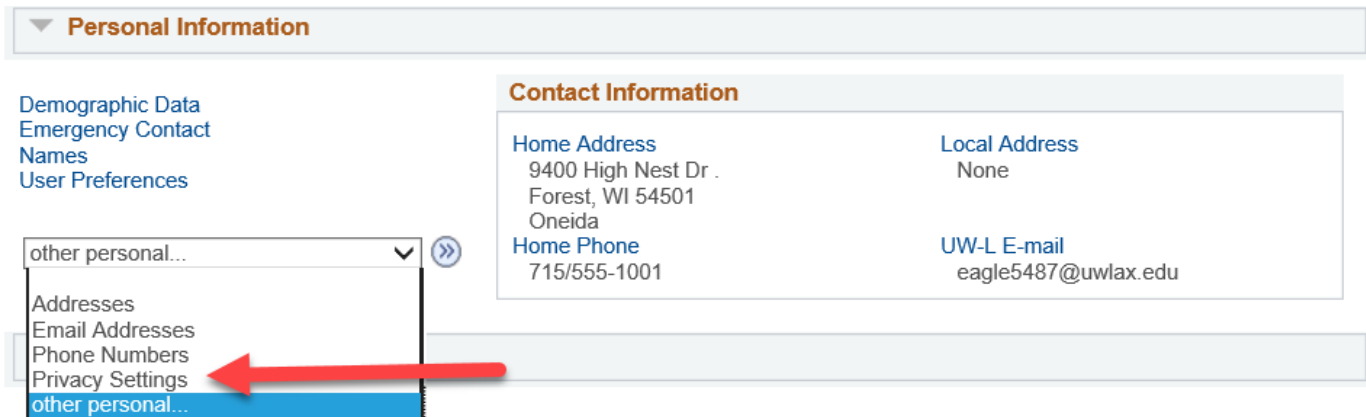



Manage Privacy Settings/F.E.R.P.A. Restrictions

1. In the **Personal Information** section of your Student Center, select **Privacy Settings** from the drop-down menu. Click the double arrow/go button. 



Personal Information

Demographic Data
Emergency Contact
Names
User Preferences

other personal... 

Addresses
Email Addresses
Phone Numbers
Privacy Settings
other personal...

Contact Information

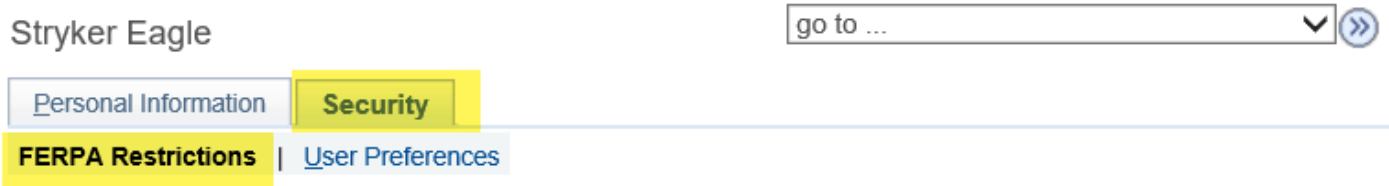
Home Address
9400 High Nest Dr .
Forest, WI 54501
Oneida


Local Address
None

Home Phone
715/555-1001

UW-L E-mail
eagle5487@uwlax.edu

2. The **Security** and **FERPA Restrictions** tabs should be selected.



Stryker Eagle 

Personal Information **Security**

FERPA Restrictions | User Preferences

FERPA Restrictions

Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.

Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.

3. To make changes, click **Edit FERPA/Directory Restrictions**.
4. On the next screen, you may restrict all, some, or none of the items in the below categories. You may come back at any time and change the restrictions. To restrict all, click the **Restrict All** at the top of the page. To restrict some, go to each category and either restrict all fields in the category or individually check what you want to restrict.
5. Click **Save** when you are done.

6. Some tips on what is affected when you restrict personal information:
 - a. For the online directory, block just your phone number and email address to control that information. If you block your name completely, that will have repercussions on other publications and any verifications for insurance or employment will not be given without obtaining your written consent, which could cause delays. Your campus & home addresses do not show up in the online directory either way.
 - b. For publication into a hometown newspaper (Dean's Lists and graduation announcements), your primary name and home address must be unchecked in order for the information to be published in your hometown newspaper.
 - c. For most insurance, loan, and potential employer verifications, your primary name and the academic information category must be unchecked in order for the information to be released without your written consent.
 - d. For the commencement program, keep your primary name unchecked in order for your name to be printed in the commencement program. For your name to be posted online after graduation, both your primary name and home address must be unchecked.
 - e. If nothing is restricted, your email and phone number are published in the online directory and may be published elsewhere. Your photograph may be used in other publications. Directories with addresses are no longer printed. Addresses and the rest of the categories above (considered directory information by UWL policy) may be given out on request.
 - f. If everything is restricted, no one who calls, aside from exceptions within the law, will be able to obtain any of this information about the student, not even if the student is currently enrolled.
7. **Important:** when you choose to restrict the release of your primary name, **none** of your information will be released to any source, including publications such as online directories, newspapers, or the commencement program. The commencement program and local newspapers cannot be updated after they have been printed.
8. A written consent to override your restrictions is only a one time release. You must go back into your WINGS Student Center and update the restrictions in order to make a release permanent.
9. Your grades, academic standing, GPA, probations and/or ineligibilities, applications, tuition and billing, financial aid, non-academic disciplinary actions, and medical (HIPAA) information will **never** be released, except for specific exceptions within the law, without your official authorization every time.
10. UWL's FERPA policy is online here: <http://www.uwlax.edu/Records/FERPA/>

Restrict All Fields

Release All Restrictions

Restriction Categories

Extracurricular Activities

Restrict All Release All

Restrict	
<input type="checkbox"/>	

Addresses

Restrict All Release All

Restrict	
<input type="checkbox"/>	Campus
<input type="checkbox"/>	Home
<input type="checkbox"/>	Local
<input type="checkbox"/>	Permanent

Email Addresses

Restrict All Release All

Restrict	
<input type="checkbox"/>	Campus
<input type="checkbox"/>	Personal

Names

Restrict All Release All

Restrict	
<input type="checkbox"/>	Degree
<input type="checkbox"/>	Former
<input type="checkbox"/>	Primary

Phones

Restrict	
<input type="checkbox"/>	Campus
<input type="checkbox"/>	Cell
<input type="checkbox"/>	Home
<input type="checkbox"/>	Local

Restrict All Release All

Photograph

Restrict	
<input type="checkbox"/>	Photograph

Restrict All Release All

Academic Information

Restrict	
<input type="checkbox"/>	Attendance Dates
<input type="checkbox"/>	Degree Information
<input type="checkbox"/>	Degree Candidacy
<input type="checkbox"/>	Enrollment Dates
<input type="checkbox"/>	Enrollment Status
<input type="checkbox"/>	Honors and Awards
<input type="checkbox"/>	Previous Institutions
<input type="checkbox"/>	Program/Plan (College/Major)

Restrict All Release All