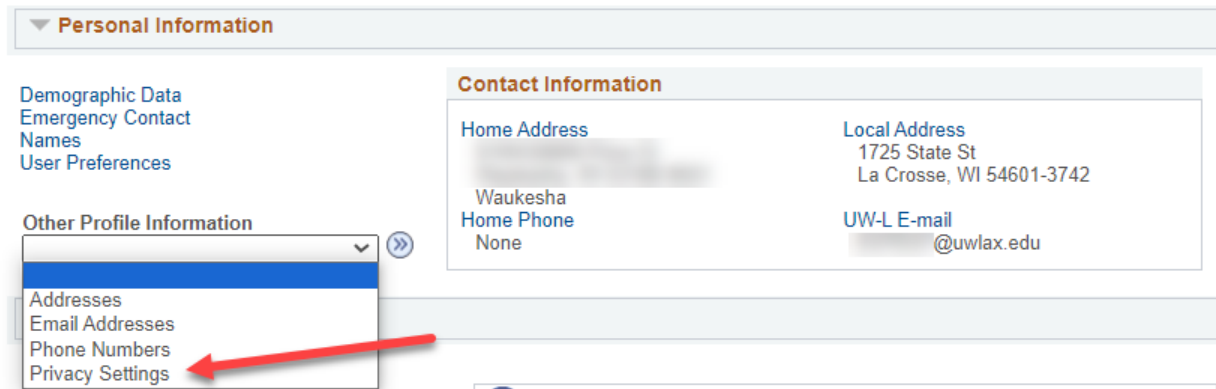# Privacy Settings/FERPA Restrictions

FERPA stands for Federal Education Rights and Privacy Act, and it governs the privacy of student educational records. The below shows how and which directory information can be restricted by the student in their WINGS Student Center.

1. In the **Personal Information** section of your Student Center, select **Privacy Settings** from the drop-down menu. Click the double arrow/go button. ⊗
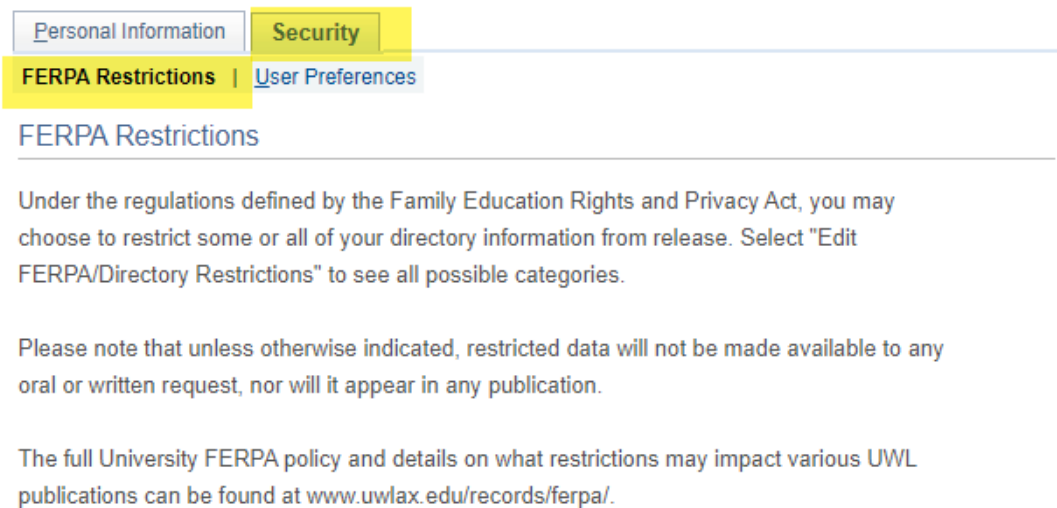
2. The **Security** and **FERPA Restrictions** tabs should be selected.

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. <u>You may come back at any time and change the restrictions.</u> 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. <u>For the online directory</u>, if you block your phone number and email address, you can leave your name unrestricted. Then your name will show but will have no contact info. Your campus & home addresses do not show up in the online directory either way. If you block your name completely, that impacts other publications and verifications for insurance or employment too. Information will not be given without obtaining your written consent, which could cause delays.

   b. <u>For publication into a hometown newspaper (Dean's Lists and graduation announcements)</u>, your primary/legal name and home address must be unchecked for the information to be published in your hometown newspaper. This should be done within two weeks after grades are in to be included in local papers. Newspapers cannot be updated after being printed.

   c. For <u>most insurance, loan, and potential employer verifications</u>, your name and the academic information categories must be unchecked for the information to be released without your written consent.

   d. For the <u>commencement program</u>, keep your primary/legal name unchecked in order for your name to be printed in the commencement program. This has to be done before April 1st for May Commencement, and November 1st for December Commencement to make it in time for printing. Commencement programs cannot be updated after they are printed.

      i. In addition, if you'd prefer your Name in Use to be printed, please add a Degree name.

      ii. For your name to be posted online after graduation, both your primary name and home address must be unchecked.

   e. <u>When nothing is restricted</u>, your email and phone number are published in the online directory and may be released upon request. Your photograph may be used in other publications. The directory does not include physical addresses. Your name will be printed in any Deans List or commencement publications, if applicable.

   f. <u>When name is restricted</u>, any third party who calls, aside from exceptions within the law, will be able to obtain information about the student, not even if the student is currently enrolled.

      i. **Important:** no information will go into publications such as online directories, newspapers, or the commencement program. No information will be sent to potential employes, loan or insurance companies.

7. A written consent to override your restrictions is a one-time release. You must go back into your WINGS Student Center and update the restrictions to make a release permanent.

8. 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 without your official authorization every time, except for specific exceptions within the law.

9. 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

☐		

Addresses

Restrict All	Release All

Restrict

☐	Campus	
☐	Home	
☐	Local	
☐	Permanent	

Email Addresses

Restrict All	Release All

Restrict

☐	Campus	
☐	Personal	

Names

Restrict All	Release All

Restrict

☐	Degree	
☐	Former	
☐	Primary	

Phones

Restrict

☐	Campus	
☐	Cell	
☐	Home	
☐	Local	

Restrict All	Release All

Photograph

Restrict

☐	Photograph	

Restrict All	Release All

Academic Information

Restrict

☐	Attendance Dates	
☐	Degree Candidacy	
☐	Degree/Credentl Earned/Dt Awd	
☐	Enrollment Dates	
☐	Enrollment Status	
☐	Honors and Awards	
☐	Official UWL Sports/Activities	
☐	Previous Institutions	
☐	Program(s) of Study	
☐	Student Athlete Phys Factors	

Restrict All	Release All