



The University of Utah

# Student Records Authorization

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 • 801-581-8393 • 801-581-5919 fax

This document is accessible when opened in Adobe Reader. [If you do not already have Adobe Reader, it is free on the Adobe website.](#)

**Instructions:** Fill out the following form and acquire the appropriate signatures. Please return the completed form to the Registrar's Office, Student Systems Division.

**Employee Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ uNID \_\_\_\_\_

Campus Email \_\_\_\_\_ Department \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

**Department Official's Information:**

First & Last Name \_\_\_\_\_ Dept. \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

The access you are requesting allows you to view/modify student information and run reports containing student information governed by the Family Educational Rights and Privacy Act (FERPA). Therefore, if you do not have a legitimate educational interest in a student's grades, classes, GPA, and similar confidential information, **do not submit this request.**

By signing this form, I acknowledge that I have reviewed the FERPA Guide and completed the FERPA Tutorial. I understand my obligations under FERPA for the proper access and release of student educational record information. I also certify that I am a school official with a legitimate educational interest in the records as defined in the Privacy Regulation. I also affirm that I have read and will comply with the provisions for security and confidentiality of employee and student records and files as described in Policy and Procedure Manual # 4-001 and 4-004. I understand that if found in violation of this agreement, I can be disciplined and/or dismissed from employment in accordance with University Policy 5-111.

\_\_\_\_\_  
Signature of Person Requesting Access

\_\_\_\_\_  
Signature of Department Official Verifying Eligibility

\_\_\_\_\_  
For Operator classes with an (\*), Signature of Student Systems Trainer

Is this access intended to replace access previously granted to another employee who has left the U or changed responsibilities?

☐ Yes ☐ No If yes, who? Name: \_\_\_\_\_ uNID: \_\_\_\_\_

**Briefly describe your job responsibilities in relation to your legitimate educational interest/need in viewing and/or updating student records:**

**Operator Classes Associated with Admissions:**

☐ APPLDATA ☐ EXTDEGR ☐ HS/COLLG TESTSUWP ☐ TRANSFER

**Operator Classes Associated with Advising:**

☐ ADVNOTE ☐ ADVSRVW ☐ MANDADV ☐ TRADVMTG ☐ \*UUPLANCH - Campus (circle): Main Campus Asia Campus UOnline

Signature of Academic Advising Center Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ uNID \_\_\_\_\_

**Operator Classes Associated with Course/Class Information:**☐ CLSOFFR ☐ CLSRCH ☐ CLSSPERM ☐ COURSES ☐ PERCROSTER ☐ ROSTER

**CIS Class Tools:** If requesting access to all classes within a specific department, please write "ALL" for the catalog number and section number.  
If requesting access to specific classes please list each subject, catalog number, and section number. (Attach a list if necessary)

|   | Term | Subject | Catalog # | Section # | Access (Circle the type requested)  |
|---|------|---------|-----------|-----------|-------------------------------------|
| <input type="checkbox"/> Class Demand Report                  |      |         |           |           | View / View & Email / View Security |
| <input type="checkbox"/> Class Rolls (check ROSTER above)     |      |         |           |           | View / View Security                |
| <input type="checkbox"/> Manage Class Links                   |      |         |           |           | Edit / Activate / View Security     |
| <input type="checkbox"/> PERC Roster (check PERCROSTER above) |      |         |           |           | View / Edit & Email / View Security |
| <input type="checkbox"/> Picture Class Roster                 |      |         |           |           | View / View Security                |

**Operator Classes Associated with Financial Aid:**☐ FACDI ☐ FACOUNSL ☐ FAVWONLY ☐ FARCCNS ☐ FASYSTEM ☐ Other: \_\_\_\_\_

Signature of Financial Aid Data Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Operator Classes Associated with Income Accounting:**☐ STDFINWV ☐ STDFIN3 ☐ STDFIN4 ☐ STDFIN6 ☐ STDFIN7 ☐ Other: \_\_\_\_\_

Signature of Income Accounting Data Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Operator Classes Associated with Student Information:**☐ BIODemo ☐ DARSVIEW ☐ RESIDNCY ☐ \*SRVCIND ☐ STGRPS ☐ \*STGRPUPD ☐ \*TRNSCRVW☐ UUDEGR ☐ \*UUENRLDP ☐ UUENROLL ☐ UUGRADES ☐ UUPLAN ☐ UUSTATS ☐ VSRVCIND

**CIS Academic Reports:** If requesting access to reports 1-4 and 8-9 or 12-14 and 16 or 20-23 and 26, please indicate the academic majors/minors to view on the next page.

Campus: ☐ Main Campus

- |  |  |
|--|--|
| <input type="checkbox"/> #1 Enrollment major list with summary info      | <input type="checkbox"/> #6 Student Schedules      |
| <input type="checkbox"/> #2 Enrollment major list with schedules         | <input type="checkbox"/> #8 Graduation Candidates  |
| <input type="checkbox"/> #3 Declared major list, whether enrolled or not | <input type="checkbox"/> #9 Graduation Clearance   |
| <input type="checkbox"/> #4 Undergraduate GPA Rankings                   | <input type="checkbox"/> #10 Campus Location Nbrs. |
| <input type="checkbox"/> #5 Student Grades/Academic Summary              |  |

Campus: ☐ Asia Campus

- |   |  |
|---|--|
| <input type="checkbox"/> #12 Enrollment major list with summary info      | <input type="checkbox"/> #17 Student Grades/Academic Summary |
| <input type="checkbox"/> #13 Enrollment major list with schedules         | <input type="checkbox"/> #18 Student Schedules               |
| <input type="checkbox"/> #14 Declared major list, whether enrolled or not | <input type="checkbox"/> #19 Graduation Candidates           |
| <input type="checkbox"/> #16 Undergraduate GPA Rankings                   |  |

**Employee Information:**

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Campus: ☐ UOnline☐ #20 Enrollment major list with summary info☐ #24 Student Grades/Academic Summary☐ #21 Enrollment major list with schedules☐ #25 Student Schedules☐ #22 Declared major list, whether enrolled or not☐ #26 Graduation Candidates☐ #23 Undergraduate GPA Rankings**CIS MARS Records:**☐ View MARS Reports (View Transcripts, View Transfer Summaries, and View Work Sheets)☐ Other: \_\_\_\_\_**Additional Operator Classes:**\_\_\_\_\_  
\_\_\_\_\_**Academic Career: Check the type(s) of student records you are authorized to access.**☐ Undergraduate ☐ Graduate ☐ Law ☐ Medicine ☐ Dentistry ☐ Non-Credit**Academic College: Specify the college codes of student records you are authorized to access. [Click here for a reference list of all college codes.](#)**\_\_\_\_\_  
\_\_\_\_\_**Academic Major/Minor: If you are requesting UUPUNCH (access to change majors or minors) or Academic Reports, specify the major/minor codes you are authorized to view and/or change. [Click here for a reference list of all major and minor codes.](#)**\_\_\_\_\_  
\_\_\_\_\_**Service Indicators: If you are requesting SRVCIND (access to place and release service indicators), specify the indicator code and reason code(s) you are authorized to place and/or release.**Indicator Code: \_\_\_\_\_ Reason 1: \_\_\_\_\_ Reason 2: \_\_\_\_\_ ☐ Placement ☐ ReleaseIndicator Code: \_\_\_\_\_ Reason 1: \_\_\_\_\_ Reason 2: \_\_\_\_\_ ☐ Placement ☐ ReleaseIndicator Code: \_\_\_\_\_ Reason 1: \_\_\_\_\_ Reason 2: \_\_\_\_\_ ☐ Placement ☐ Release**Student Groups: If you are requesting STGRPUPD (access to add/inactivate student groups), specify the student group code(s) you are authorized to maintain.**

\_\_\_\_\_

**Employee Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ uNID \_\_\_\_\_

**3C Group/Inquiry Group:**Group: \_\_\_\_\_ ☐ View Only ☐ Update ☐ DeleteGroup: \_\_\_\_\_ ☐ View Only ☐ Update ☐ DeleteGroup: \_\_\_\_\_ ☐ View Only ☐ Update ☐ DeleteGroup: \_\_\_\_\_ ☐ View Only ☐ Update ☐ Delete**Enrollment Security: If you are requesting UUENRLDP or an Operator Class that has the ability to enroll students, specify the level of access.**☐ AOCE ☐ BLCK ☐ DEPT ☐ LWMD ☐ FULL - for Registrar's Staff Only**Transcript Type Security: If you are requesting TRNSCRVW or an Operator Class that has the ability to generate a transcript, specify the level of access. UNOFF, OFFIC and OFPDF is for Registrar's Staff Only.**☐ DEPT ☐ LAW ☐ MED ☐ UNOFF ☐ OFFIC ☐ OFPDF**Application Centers: If you request APPLDATA or an Operator Class that has the ability to view admissions applications, specify the application center(s) you are authorized to view or read/write access. (ADM, LAW, MED or DCE)**\_\_\_\_\_ ☐ View Only ☐ Read/Write Access\_\_\_\_\_ ☐ View Only ☐ Read/Write Access\_\_\_\_\_ ☐ View Only ☐ Read/Write Access**Admissions Action Security: For Admission Staff Only**☐ ADMT ☐ ADRV ☐ APPL ☐ DEFR ☐ DEIN ☐ DENY ☐ MATR ☐ WADM ☐ WAPP**Admissions CTM Transaction Security: For Admission Staff Only**\_\_\_\_\_  
\_\_\_\_\_

Signature of Admissions Data Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**☐ FERPA Date: \_\_\_\_\_

Signature of Data Steward: \_\_\_\_\_ Date: \_\_\_\_\_

☐ USS Security Admin Date: \_\_\_\_\_

Application Security Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to the Registrar's Office, 250 N SSB, Email: studentsystems@utah.edu, Fax: 801-581-5919. Updated 10/16/2020

## Privacy Regulations: (PLEASE RETAIN THIS PAGE AND MAKE A COPY OF THE SECURITY FORM FOR YOUR FILES)

Student records at the University of Utah are governed by the **Family Educational Rights and Privacy Act (FERPA)** and its implementing regulations. The Act requires that the university forbid the release of student educational records or personally identifiable information contained in those files without the student's written consent except in specified situations. The university discloses information from a student's educational record only with the student's written consent, except to school officials with a legitimate educational interest in the records. A **school official** is defined as someone employed by the University or Utah in an administrative, supervisory, academic, research or support staff position; a member of the university's Board of Trustees or the Utah State Board of Regents; or a person employed by or under contract to the university to perform a special task, such as an attorney, auditor or collection agency. A school official has a legitimate educational interest if that official is performing a task that is specified in their position description (or by a contract agreement) or that is related to a student's education or to the discipline of a student. The official may also be providing a service or benefit to the student or student's family, such as health care, counseling, job placement or financial aid.

Any employee violating this policy will be subject to disciplinary action including dismissal.

**Please Note:** Persons with access to student data or My Degree Dashboard may not release student information except to school officials with a legitimate educational interest as defined above. ALL others requesting information must be referred to the Registrar's Office.

| Common Operator Classes | Descriptions  |
|-------------------------|---|
| ADVSRVW                 | View only access to basic student information commonly used by Academic Advisors. Includes: BIODemo (Bio/Demo Data), FRESHMAN (Appointments), TESTSUWP (Test Summaries), TRADVMTG (Clear Transfer Students for Registration), TRANSFER (Test Credits, Education, Education Summary), UUENROLL (Enrollments), UUGRADES (Grades), UUPLAN (Program/Plan), UUSTATS (Term History), and VSRVCIND (Service Indicators).<br><b>NOTE: If your job does not require all the student information listed above, please request the individual classes below.</b> |
| APPLDATA                | Student's admissions application data, including application progression and program/plan   |
| BIODEMO                 | Student's address, phone, residency, and other personal information   |
| CLSOFFR                 | Detailed information about classes offered at the U   |
| CLSRCH                  | Search for classes to find capacity, status, and meeting patterns   |
| CLSSPERM                | Class permission numbers for restricted courses offered at the U  |
| COURSES                 | Detailed information about courses offered at the U, prerequisites, and date added or inactivated   |
| DARVIEW                 | Allows access to generate and view audits in My Degree Dashboard  |
| EXTDEGR                 | Degrees earned by the student at other institutions   |
| HS/COLLG                | Student's GPA from high school(s) and other college(s) attended, high school requirements, and completed hours by school  |
| RESIDNCY                | Student's residency status  |
| ROSTER                  | Listing of students enrolled by class   |
| *SRVCIND                | Place and/or release service indicators (holds)   |
| STGRPS                  | Student identifier; ex. VA, LEAP, and HPGM (View Only)  |
| *STGRPUPD               | Allows access to update specified student groups. In the "Student Groups" section, list student groups to be updated  |
| TESTSUWP                | Student's ACT, SAT, TOEFL, and University writing placement scores  |
| TRADVMTG                | For use by Advisors to clear transfer students for registration   |
| TRANSFER                | Transfer credit information, CLEP, AP and other credit for a student  |
| *TRNSCRVW               | Departmental access to print an unofficial department transcript  |
| UUDEGR                  | Student's degrees and honors earned at the U  |
| *UUENRLDP               | Departmental access to add/drop classes   |
| UUENROLL                | Student's class schedule with meeting pattern, location, and instructor by term   |
| UUGRADES                | Student's classes and grades earned by term   |
| UUPLAN                  | Student's current programs and plans along with registration eligibility by term  |
| *UUPLANCH               | Access to the Change Major/Minor application via CIS and view only access through PeopleSoft  |
| UUSTATS                 | Student's term and cumulative GPA, earned hours, and statistics including academic standing   |
| VSRVCIND                | Student's negative service indicators (holds) and positive service indicators   |