The University of Utah
Student Records Authorization - Change

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

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: _____

Operator Classes Associated with NavU/EAB (Undergraduate Advising Tool):

☐ Advisor (EABADV) ☐ Academic Leadership (EABACADLEAD) ☐ Application Administrator (EABAPPLADMN)

☐ Caseload Advisor (EABCASEADV) ☐ Student Affairs Staff (EABSTUAFF)

☐ Peer Advisor (EABPEERADV) ☐ Front Desk (EABDESK)

☐ Director of Advising (EABDIRADV) ☐ Professor (EABPROF)

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)
☐	Class Demand Report					View / View & Email / View Security
☐	Class Rolls (check ROSTER above)					View / View Security
☐	Manage Class Links					Edit / Activate / View Security
☐	PERC Roster (check PERCROSTER above)					View / Edit & Email / View Security
☐	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:

☐ STDFINVW ☐ 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

☐ #1 Enrollment major list with summary info   ☐ #6 Student Schedules

☐ #2 Enrollment major list with schedules   ☐ #8 Graduation Candidates

☐ #3 Declared major list, whether enrolled or not   ☐ #9 Graduation Clearance

☐ #4 Undergraduate GPA Rankings   ☐ #10 Campus Location Nbrs.

☐ #5 Student Grades/Academic Summary   ☐ #28 Declared major list, whether enrolled or not - hold information

Campus: ☐ Asia Campus

☐ #12 Enrollment major list with summary info   ☐ #17 Student Grades/Academic Summary

☐ #13 Enrollment major list with schedules   ☐ #18 Student Schedules

☐ #14 Declared major list, whether enrolled or not   ☐ #19 Graduation Candidates

☐ #16 Undergraduate GPA Rankings   ☐ #30 Declared major list, whether enrolled or not - hold information

Employee Information:

Last Name _____ First Name _____ Middle Name _____ uNID _____

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   ☐ #32 Declared major list, whether enrolled or not - hold information

CIS MARS Records:

☐ View MARS Reports (View Transcripts, View Transfer Summaries, and View Work Sheets)

☐ Other: _____

Additional Operator Classes:

_____   _____   _____   _____   _____   _____   _____

_____   _____   _____   _____   _____   _____   _____

Delete 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 UUPLANCH (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 ☐ Release

Indicator Code:_____ Reason 1: _____ Reason 2: _____ ☐ Placement ☐ Release

Indicator Code:_____ Reason 1: _____ Reason 2: _____ ☐ Placement ☐ Release

Employee Information:

Last Name _____ First Name _____ Middle Name _____ uNID _____

Student Groups: If you are requesting STGRPUPD (access to add/inactivate student groups), specify the student group code(s) you are authorized to maintain.

_____ _____ _____ _____ _____ _____ _____

3C Group/Inquiry Group:

Group: _____ ☐ View Only ☐ Update ☐ Delete

Group: _____ ☐ View Only ☐ Update ☐ Delete

Group: _____ ☐ View Only ☐ Update ☐ Delete

Group: _____ ☐ 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: _____

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 <u>student's written consent</u> 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 <u>violating</u> 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). **NOTE: If your job does not require all the student information listed above, please request the individual classes below.**
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, requisites, and date added or inactivated
DARSVIEW	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