

Directions: All new and current employees needing access to student records and personal information, must complete this form in its entirety, including all signatures, before returning it to the Registrar's Office. Access will not be granted until this form is completed.

Family Education Rights and Privacy Act Notice

All Academic and personal student information available in myUMBC is governed by UMBC's Policy on Disclosure of Records (see <http://registrar.umbc.edu/services/records/disclosure-of-student-records/>) and the Family Education Rights and Policy Act (FERPA).

By submitting this request, I certify that I have read and understand these regulations and procedures and will act accordingly.

Note: Access to academic and personal student information requires departmental approval.

Part I: Employee Information					
Campus ID	Full Name (Last, First, Middle Initial)		Title	UMBC Email Address	
Department	Department Code	Office Phone Number	Campus	Main Campus	Shady Grove
				Off-Site	All Locations

Part II: Requested Student Administration (SA) Role – Select One of the Below		
Check One	Role Type	Role Description
<input checked="" type="radio"/>	Instructor	Allows the user to view their own teaching schedule and rosters but they <i>cannot view</i> transfer credit reports, degree audits, student schedules, or transcripts.
<input type="radio"/>	Faculty	Allows the user to view their own teaching schedule and rosters, give class permissions and advising authorizations and view transfer credit reports, degree audits, student schedules and transcripts.
<input type="radio"/>	Staff Advisor	Allows the user to give advising authorizations and class permissions, view transfer credit reports, degree audits and student schedules and transcripts.
<input type="radio"/>	Departmental Administrator	Allows the user all the same access as a faculty member but also includes the ability to view any class roster for the org to which they are tied.
<input type="radio"/>	Scheduling Coordinator	Allows the user to build a Schedule of Classes and to have administrative view of schedule of classes and catalog in SA. Access will be granted once schedule coordinator training is complete.
<input type="radio"/>	Other Role	Other Student Records access that is not one of the above, such as having the ability to search and view student enrollment or term history to determine whether they are enrolled students. Please explain below by providing specifics to educational need.

Part III: Academic Level - Select All That Apply		
Undergraduate <input type="checkbox"/>	Graduate <input type="checkbox"/>	Continuing Education <input type="checkbox"/>

Part IV: Academic Organization – Select All That Apply			
<input type="checkbox"/> Admin and Managerial Sciences	<input type="checkbox"/> Africana Studies	<input type="checkbox"/> Aging Studies	<input type="checkbox"/> American Studies
<input type="checkbox"/> Ancient Studies	<input type="checkbox"/> Asian Studies	<input type="checkbox"/> Biological Science	<input type="checkbox"/> Chemical, Biological, & Environmental Engineering
<input type="checkbox"/> Chemistry & Biochemistry	<input type="checkbox"/> College of Engineering & Information Technology	<input type="checkbox"/> College of Arts, Humanities, and Social Sciences	<input type="checkbox"/> College of Natural and Mathematical Sciences
<input type="checkbox"/> Computer Science and Electrical Engineering	<input type="checkbox"/> Dance	<input type="checkbox"/> Division of Professional Studies	<input type="checkbox"/> Economics
<input type="checkbox"/> Education	<input type="checkbox"/> Emergency Health Services	<input type="checkbox"/> English Language Institute	<input type="checkbox"/> English
<input type="checkbox"/> Erickson School of Aging	<input type="checkbox"/> Gender, Women & Sexual Studies	<input type="checkbox"/> Geography & Environmental Systems	<input type="checkbox"/> Gerontology

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| <input type="checkbox"/> Global Studies | <input type="checkbox"/> History | <input type="checkbox"/> Honors College | <input type="checkbox"/> Individualized Study |
| <input type="checkbox"/> Information Systems | <input type="checkbox"/> Judaic Studies | <input type="checkbox"/> Learning Resource Center | <input type="checkbox"/> Language, Literacy, & Culture |
| <input type="checkbox"/> Mathematics & Statistics | <input type="checkbox"/> Marine Biotechnology | <input type="checkbox"/> Mechanical Engineering | <input type="checkbox"/> Media & Communication Studies |
| <input type="checkbox"/> Modern Languages & Linguistics & Intercultural Communication | <input type="checkbox"/> Music | <input type="checkbox"/> Naval Science ROTC | <input type="checkbox"/> Philosophy |
| <input type="checkbox"/> Physical Education | <input type="checkbox"/> Physics | <input type="checkbox"/> Political Science | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Public Policy | <input type="checkbox"/> Religious Studies | <input type="checkbox"/> School of Social Work | <input type="checkbox"/> Shriver Center |
| <input type="checkbox"/> Sociology, Anthropology, & Health Admin. Policy | <input type="checkbox"/> Theatre | <input type="checkbox"/> Visual Arts | <input type="checkbox"/> UMBC – All Others |

Part IV: Description of Educational Need

This section must be completed if (1) you are requesting access to student data and (2) the title of the role you are requesting differs from your job title (for example, if you are requesting the "Staff Advisor" role and you are not an academic advisor). **If none** of the roles of page one represents your specific need for student information, **please provide specifics** here regarding the access needed.

Section V: Employee Agreement

I understand that all academic and personal student information available in Student Administration (SA) is governed by the Family Education Rights and Privacy Act (FERPA) and UMBC's policy on disclosure of records (<http://registrar.umbc.edu/services/records/disclosure-of-student-records/>).

I certify that I have read and understand these regulations and procedures and will act accordingly.

Employee's Name (Print Name)

Employee's Signature

Today's Date (mm/dd/yyyy)

Section VI: Signature and Approval

I understand and have verified that the employee requesting access has a legitimate educational need to access student records available in Student Administration (SA) to fulfill responsibilities in their current position. **I will inform the Registrar's Office of any changes in the employee's role.**

All employees must have this form signed by their Department Chair, Dean, or Program Director

Department Chair/Director/Dean's Name (Print Name)

Department Chair/Director/Dean's Signature

Today's Date (mm/dd/yyyy)

Section VII: Registrar's Office Only

This area is for Registrar's Office use only.

University Registrar or Designee

University Registrar's Or Designee's Signature

Date Approved (mm/dd/yyyy)

Date Processed (mm/dd/yyyy)