Office of the University Registrar and You

Holly Annison, Associate Registrar
Why is the Office of the University Registrar important to you and to your student?
CALENDARS

Need to know...
- When is the last date to drop a class?
- Add a class?
- Last day of class?
- Call us or check the Website!

The Office of the University Registrar is responsible for publishing the registration and academic calendars.
STUDENT SELF SERVICE

Available to all students, via myLSU, 24/7!

- Print enrollment verification certificates
- Print good student discount certificates
  - View enrollment history
  - View enrollment verifications provided to student service providers
- Check the deferment forms & electronic notifications sent to your lenders
- Obtain a list of student loan lenders and link to real-time loan information
My Proxy

- Allows students the ability to grant access to a third party to view information. The third party also has the option to pay fees.

My Proxy permission to view:
- Classification
- Current & Future course schedules
- Courses completed and grades
  - Address
- Registration Holds
  - CATS Status
TRANSCRIPTS

Students may request their transcript be released to a third party, such as an employer, or to another university. The transcript is printed on security paper and sealed in a secure envelope.

Students may request a transcript 4 different ways, the student may:
- Request a transcript in person, with a valid picture ID.
- Request a transcript using their myLSU account.
- Request a transcript via E-scrip, an electronic transcript.
- Request a transcript by mail or fax. A form is available on the OUR Website.
GENERAL CATALOG

The LSU General Catalog is ONLY available online and may be viewed at

http://www.lsu.edu/catalogs/2018/
ADDITIONAL SERVICES

the Registrar’s Office can assist with:

- Dropping/Adding courses
- Academic Common Market
  - Name Changes
- Replacement Diplomas
  - FERPA Waivers
- Classroom Scheduling
  - Choice Act
- Cross Registration
FERPA

Family Educational Rights & Privacy Act
What is FERPA?

FERPA is a federal law that protects students and gives students the following rights:

- To consent to the disclosure of education records
- To inspect and review education records
- To request to amend their education records
- To obtain a copy of LSU’s PS-30 – LSU’s Policy Statement on Student Rights.
- To file a complaint with the Family Policy Compliance Office in Washington, D.C.
Who is Responsible?

Any university official who creates and/or maintains educational records is bound by the regulations as outlined in the FERPA guidebook.
A **student** is any individual for whom the institution maintains an education record.

A **record** means any information maintained in any way

**Education records** are those records maintained by the university and must directly related to a student.
EDUCATION RECORDS

With a few exceptions, almost any student-related document is a part of the student’s educational record and they are maintained by the University and directly relate to a student.

Exceptions to “education records” include the following.

- Employment records (unless contingent upon attendance)
- Law enforcement records
- Medical records
- Alumni records
DIRECTORY INFORMATION

Directory Information is information that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory Information may be released to a third party without the written consent from the student. However, we are not required to release this information to third parties.

Some “personally identifiable information,” such as names and addresses, can be disclosed as directory information.
DIRECTORY INFORMATION

Directory information is defined as follows for LSU:

- Student’s name, local address, and telephone number
- Student’s home address
- Student’s e-mail address
- Student’s major field of study/classification
- Student’s participation in officially recognized activities and sports; weight and height of members of athletic teams
- Dates of student’s attendance
- Degrees, awards, and honors received
- Most recent previous educational institution attended
DIRECTORY INFORMATION

Currently Enrolled Students may request that the University not release Directory Information. Also known as a “Buckley Hold.”

In the event that a student has requested a Directory Information restriction, one cannot even confirm that the individual attends LSU. No information regarding the student can be released.
PERSONALLY IDENTIFIABLE INFORMATION

“Personally Identifiable Information” is protected by FERPA and it includes, but is not limited to the following:

- A personal identifier, such as the LSUID or Social Security Number
- A list of personal characteristics or other information that would make the student’s identity easily traceable
  - The academic record
PERSONALLY IDENTIFIABLE INFORMATION
(exceptions to the rule)

Permission of students must be obtained before releasing non-directory information. Exceptions to this rule include releasing information to the following.

• **School officials and faculty** who have a legitimate educational interest (need to know to fulfill official responsibilities). School officials include contractors, consultants, volunteers, and other outside parties to whom a school has outsourced services or functions under certain circumstances.
PERSONALLY IDENTIFIABLE INFORMATION
(exceptions to the rule)

• **Courts of law** in response to court orders or subpoenas

• **To parents of students under 21 if the institution determines that the student has committed a violation of its drug or alcohol policies**

• **Parents or guardians** of students who are dependents for income tax purposes

• **When a school, taking into account the totality of circumstances, determines there is an articulate and significant threat to the health or safety of the student or other individuals.** (Virginia Tech incident)
HOW TO OBTAIN ACCESS TO YOUR STUDENT’S RECORDS

The best, and easiest, way is for your student to grant access through My Proxy. Otherwise, the student can complete a signed and dated consent form available in the Office of the University Registrar.

Provide the Office of the University Registrar with a copy of your latest income tax return.
FOR MORE INFORMATION ON FERPA

Visit the Office of the University Registrar Web Site at www.lsu.edu/registrar

Under “Quicklinks” select FERPA for Parents
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