SMU University Registrar AR2450 – 1

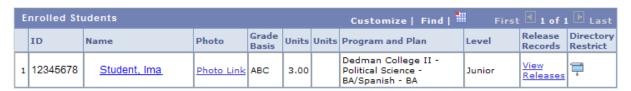
Faculty Shade Icon Instructions

You will be able to see whether your students have full or partial directory information restrictions when the shade icon appears on the following pages in Access.SMU:

- 1. Class Roster, and
- 2. New/Drop-In Advisees

Class Roster:

- Click on the "Faculty Center" link
- Click on the icon next to the class roster that you wish to select
- If students in your class have any directory information restrictions you will able to view the shade icon in a column called "Directory Restrict" that appears on the far right side of your Class Roster as shown below:



New/Drop-In Advisees:

- Go to Self-service
- Click on Advisement
- Click on New/Drop-In Advisees
- Click the "Search" button and enter a student's ID (you can also by a student's First or Last name)
- If your "drop-in Advisee" has any directory information restrictions, the shade icon will appear below their name as shown in the image below:



Releasable FERPA Information:

When you click on the shade icon one of the following customized pages will load depending on if your student has selected complete or partial directory restrictions:

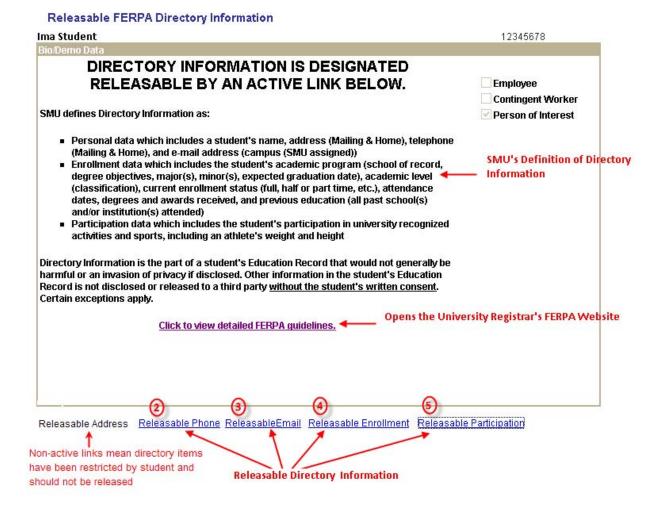
1. If student has "Full/Complete Directory information Restrictions", then the following page will load:

Releasable FERPA Directory Information

Bio/Demo Data	
NO DIRECTORY INFORMATION DESIGNATED -	Full Directory Restriction
RELEASABLE.	Employee
	Contingent Worker
SMU defines Directory Information as:	Person of Interest
 Personal data which includes a student's name, address (Mailing & Home), telephone (Mailing & Home), and e-mail address (campus (SMU assigned)) Enrollment data which includes the student's academic program (school of record, degree objectives, major(s), minor(s), expected graduation date), academic level (classification), current enrollment status (full, half or part time, etc.), attendance dates, degrees and awards received, and previous education (all past school(s) and/or institution(s) attended) Participation data which includes the student's participation in university recognized activities and sports, including an athlete's weight and height Directory Information is the part of a student's Education Record that would not generally be harmful or an invasion of privacy if disclosed. Other information in the student's Education Record is not disclosed or released to a third party without the student's written consent. Certain exceptions apply. 	

2. If student has "Partial Directory Information Restrictions", then following page will load:

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<u>Clicking on each of the above active link will display releasable student directory information:</u>

1. Releasable Address will list student's home and mailing address as shown below:



2. Releasable Phone will list student's home and mailing phone as shown below:

Releasable Phone Numbers



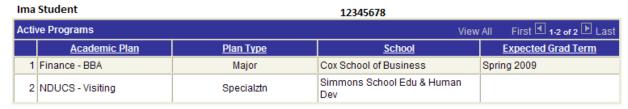
3. Releasable Email will list student's SMU (Campus) e-mail as shown below:

Releasable Email Addresses



4. Releasable Enrollment will list all of the student's active programs, terms of enrollment, completed programs (if any exist), and previous schools and/or institutions attended as shown below:

Releasable Enrollment



Terms of Enrollment View All First 1-6 of 12 Last Last			
	<u>Term</u>	Academic Level	Academic Load
1	Fall 2005	First Year	Enrolled Full-Time
2	Spring 2006	First Year	Enrolled Full-Time
3	Summer 2006	First Year	Less than Half-Time
4	Fall 2006	Sophomore	Enrolled Full-Time
5	Spring 2007	Sophomore	Enrolled Full-Time
6	Summer 2007	Junior	Enrolled Half-Time



5. Releasable Participation will list the contact information for the Athletic Department/ Office of Compliance as shown below:

