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:

	ID	Name	Photo	Grade Basis	Units	Units	Program and Plan	Level	Release Records	Directory Restrict
1	12345678	Student, Ima	Photo Link	ABC	3.00		Dedman College II - Political Science - BA/Spanish - BA	Junior	View Releases	

(Enrolled Students — Customize | Find | First 1 of 1 Last)

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

Ima Student   12345678

Bio/Demo Data

NO DIRECTORY INFORMATION DESIGNATED ← **Full Directory Restriction**
RELEASABLE.

☐ Employee
☐ Contingent Worker
☑ Person of Interest

SMU defines Directory Information as:

- 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.

Click to view detailed FERPA guidelines.

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

Releasable FERPA Directory Information

Ima Student   12345678

DIRECTORY INFORMATION IS DESIGNATED RELEASABLE BY AN ACTIVE LINK BELOW.

☐ Employee
☐ Contingent Worker
☑ Person of Interest

SMU defines Directory Information as:

- 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.

Click to view detailed FERPA guidelines.

Releasable Address   Releasable Phone   ReleasableEmail   Releasable Enrollment   Releasable Participation

Clicking on each of the above active link will display releasable student directory information:

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

Releasable Addresses

Addresses	Find | View All	First ◄ 1 of 2 ► Last
Address Type:	Home	
Country:	USA United States	
Address:	123 Main Str. Boca Raton FL 33496-2710 Palm Beach	

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

Releasable Phone Numbers

Type	Phone	Ext
Home	555/241-8660	
Mailing	555/241-8660	

Return

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

Releasable Email Addresses

Type	Email Address	Preferred
Campus	arichman@smu.edu	N

Return

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

Ima Student   12345678

Active Programs				View All First ◀ 1-2 of 2 ▶ Last
	Academic Plan	**Plan Type**	**School**	**Expected Grad Term**
1	Finance - BBA	Major	Cox School of Business	Spring 2009
2	NDUCS - Visiting	Specialztn	Simmons School Edu & Human Dev	

Terms of Enrollment			View All First ◀ 1-6 of 12 ▶ Last
	Term	**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

Complete Programs				View All First ◀ 1 of 1 ▶ Last
	Academic Plan	**Plan Type**	**Conferal Date**	**Degree Honors**
1				

Previous Schools and/or Institutions attended	View All First ◀ 1 of 1 ▶ Last
1	Saint Andrews School

Return

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

Releasable Participation

Participation Data

For Participation data in university recognized sports, please contact:

The Athletic Department, Office of Compliance
316 Loyd Center
Tel:214-768-1650

For Participation data in university recognized activities, please contact:

The Student Activities and Multiculture Affairs Office
Hughes-Trigg Student Center, Suite #300
Tel:214-768-4400

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