


Shade Icon Staff Instructions

When you click on the shade icon  one of the following customized pages will load depending on if the student has selected “Full/Complete” or “Partial” Directory Information restrictions:

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

Releasable FERPA Directory Information

Ima Student 12345678

Bio/Demo Data

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

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) ← **What SMU defines as Student Directory Information**
- 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.](#) ← **Opens to the University Registrar's FERPA website**

Link to the "Relationships" page

[Click Here](#) to open a new window that retrieves the Relationship page where the Student Records Release Type stipulates if Education Records information may be released.

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

Releasable FERPA Directory Information

Ima Student 12345678

Bio/Demo Data

**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.](#)

[Click Here](#) to open a new window that retrieves the Relationship page where the Student Records Release Type stipulates if Education Records information may be released.

[Releasable Address](#)
[Releasable Phone](#)
[ReleasableEmail](#)
[Releasable Enrollment](#)
[Releasable Participation](#)

Non-active links means directory item has been restricted by student and shouldn't be released.

Releasable links:

Clicking on each of the above five releasable links (*when they're active*) will display student directory information described below:

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:

[New Window](#) | [Help](#)**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	Specialzn	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	Conferral Date	Degree Honors			
1							

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

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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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