SMU University Registrar AR2450 – 2

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:

Ima Student 12345678 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)) What SMU defines as Enrollment data which includes the student's academic program (school of record, Student Directory degree objectives, major(s), minor(s), expected graduation date), academic level Information (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. Opens to the University Registrar's FERPA Click to view detailed FERPA quidelines. 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.

Releasable FERPA Directory Information

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
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. 	
Click Here to open a new window that retrieves the Relationship page where the Student Records information may be released.	ords Release Type

Releasable Address Releasable Phone 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:

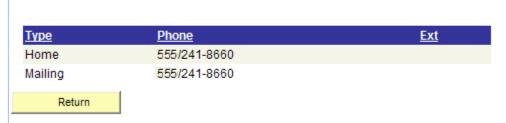
1. Releasable Address will list student's home and mailing address as shown below:

Releasable Addresses



2. <u>Releasable Phone</u> 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:

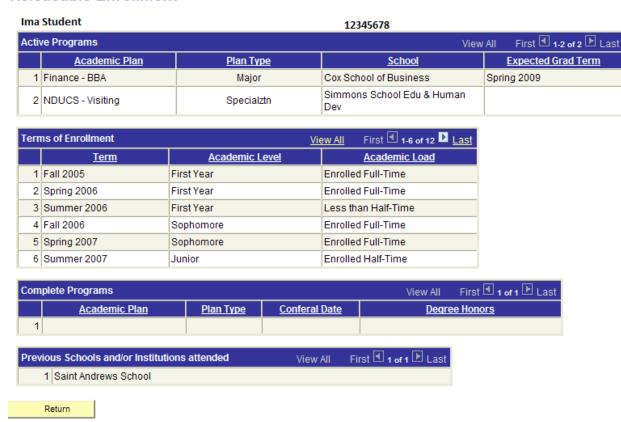
Releasable Email Addresses



4. <u>Releasable Enrollment</u> 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



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

