

STUDENT SELF-SERVICE: DIRECTORY RELEASE

What is FERPA?

What is Directory Information?

Important Things to Know

How to Withhold Directory Information

How to Release Directory Information

FERPA - Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Texas Public Information Act, Texas Government Code §552.001 et seq., are a federal and a state law, respectively, that provide for the review and disclosure of student educational records.

Directory Information

At its discretion, the University may release directory information without notice to a student which includes the following:

- name;
- local and permanent postal addresses;
- email address;
- telephone number;
- place of birth;
- field of study;
- dates of attendance;
- enrollment status;
- student classification (example: freshman, first year law school student);
- degrees awarded;
- certificates and awards (including scholarships) received;
- photographs;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams; and
- most recent previous educational agency or institution attended.

Students may have their directory information withheld by electing the appropriate option in ASSIST. The steps below will guide students on how to update this using ASSIST.

Things to Know:

- By default, the student's record is set to release directory information.
- It is highly recommended that **Chrome** web browser be used:
- Any change submitted is permanent unless an update is made again later to modify the original change submitted.

How to Withhold Directory Information (Directory Information Will *Not* be Released to Third Parties):

Login to the MyUTRGV portal using an approved web browser.

1. Select the Application ASSIST.



2. Click on Student Profile.



3. Click on FERPA (Directory Release), which is located as one of the student options.



4. Student may now click on **Do Not Disclose** to restrict your directory information from being released.

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| Directory Release | | | |
| The Family Educational Rights and Privacy Act (FERPA) protects the privacy of a student's ed including print and digital) by placing restrictions on who may have access to the records, which information may be shared or disclosed without student consent, and he In compliance with FERPA, The University of Texas Rio Grande Valley permits student to opt out of the release of directory information. You may update your consent to any time. | ucation ow that release | al record informat director | ls (in all formats, tion may be used. y information at |
| Do Not Disclose I do not permit UTRGV to disclose my directory information. | | | |
| Disclose I do permit UTRGV to disclose my directory information. | | | |
| What is Directory Information? Directory information is information contained in the education records of a student that w harmful to or an invasion of privacy if disclosed. You can see what UTRGV identifies as direct more about FERPA: https://www.utrgv.edu/ucentral/registration/student-confidentiality-ferp disclose directory information to third parties without consent if it has given public notice of has designated as directory information. | ould no tory info pa/index f the typ | t genera ormatior x.htm. A bes of inf | lly be considered here, and read school may ormation which it |

5. After clicking your option, a confirmation will be displayed that your selection has been saved. You have now restricted your directory information from being released.

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| Thanks for your Submission. Home | Record(s) successfully saved. | |
| | | |

6. Click **Home** to return to your Student Profile page. Verify that your record is set to **CONFIDENTIAL**.

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|--|---|---|--|--|--|
| Student • Student Profile | | | | | |
| Student Profile - User M. Test System (X00000001) CONFIDENTIAL | | | | | |
| Term: Fall-Spr 2022-23 SOM Y4 C * | | Standing: Good Standing, as of Fall 2020 | | | |
| | Bio Information Email: Phone: Gender: Date of Birth: Ethnicity: Race: Citizen: Citizen: Citizenship: Emergency Contact: Emergency Phone: | ban.test01@utrgv.edu Not Provided Female 10/19 Hispanic or Latino Not Provided No Not a U.S. Citizen | | | |
| General Information 1 | | | | | |
| CONFIDENTIAL | Class: Status: Student Type: Residency: | Masters Active New First Time (Undergraduate) Resident | | | |
| Curriculum and Courses | Campus: First Term Attended: | Academic Partnership Online Fall 2008 | | | |
| Prior Education and Testing | Matriculated Term: Last Term Attended: | Not Provided Fall 2021 Not Provided | | | |
| Additional Links Rolow | Leave of Absence. | INDE FTUYIDED | | | |

How to Allow Directory Information to be Released (Directory Information *Will* be Released to Third Parties):

- 1. To allow your directory information to be released you will follow Steps 1-5 as noted above.
- 2. Student will select **Disclose** to allow directory information to be released.
- 3. After clicking your option, a confirmation will be displayed that your selection has been saved. You have now allowed your directory information to be released.

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| Thanks for your Submission. Home | Record(s) successfully saved. |
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4. Click **Home** to return to your Student Profile page. Verify that your record is not set to **CONFIDENTIAL**.

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|--|---|---|
| Student • Student Profile | | |
| Student Profile - User M. Te | st System (X00000001) | |
| Term: Fall-Spr 2022-23 SOM Y4 C v | | Standing: Good Standing, as of Fall 2020 |
| | Bio Information Email: Phone: Gender: Date of Birth: Ethnicity: Race: Citizenship: Citizenship: Emergency Contact: Emergency Phone: | ban test01@utrgv.edu Not Provided Female 10/19 Hispanic or Latino Not Provided No Not a U.S. Citizen |
| User M. Test System Curriculum and Courses Prior Education and Testing | General Information Level: Class: Status: Student Type: Residency: Campus: First Term Attended: | Masters Masters Active New First Time (Undergraduate) Resident Academic Partnership Online Fail 2008 |
| Additional Links Below | Matriculated Term: Last Term Attended: Leave of Absence: | Not Provided Fall 2021 Not Provided |