

## STUDENT SELF-SERVICE: DIRECTORY RELEASE

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### **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.

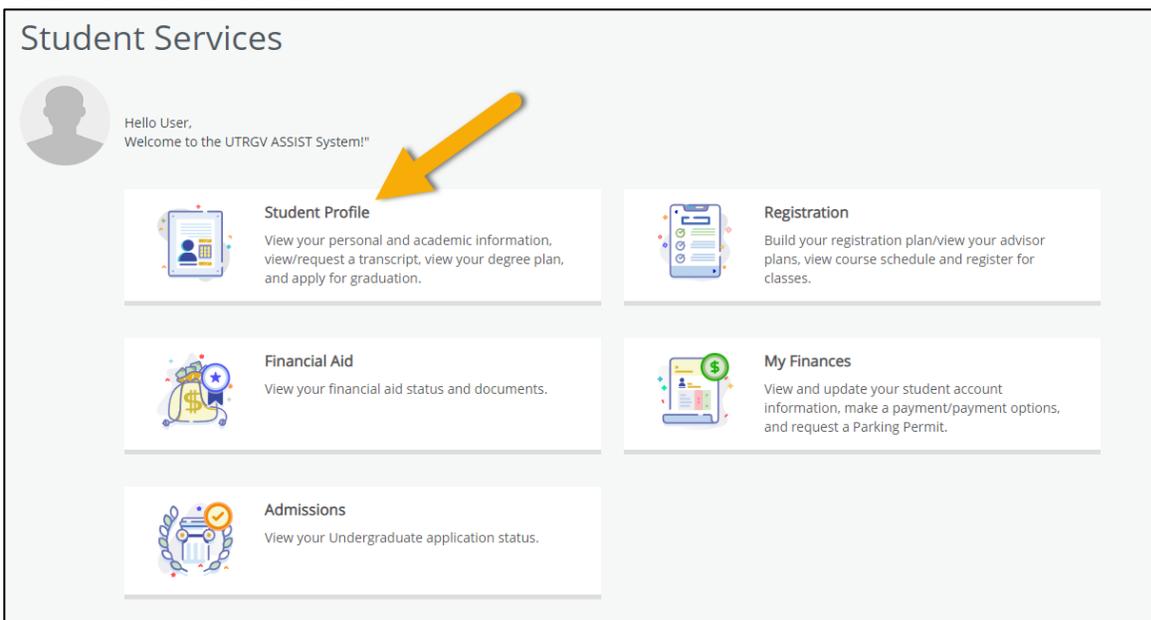
## How to Withhold Directory Information (Directory Information Will *Not* be Released to Third Parties):

Login to the [MyUTRGV](#) portal using an approved web browser.

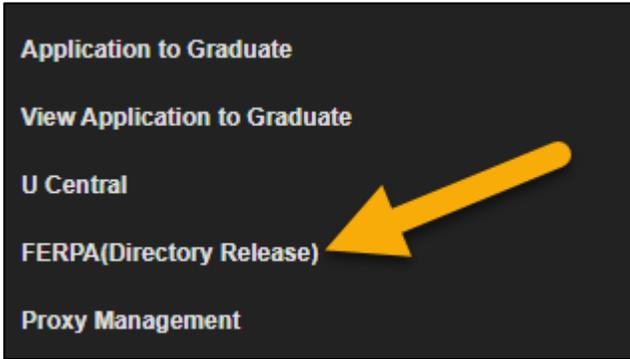
1. Select the Application *ASSIST*.



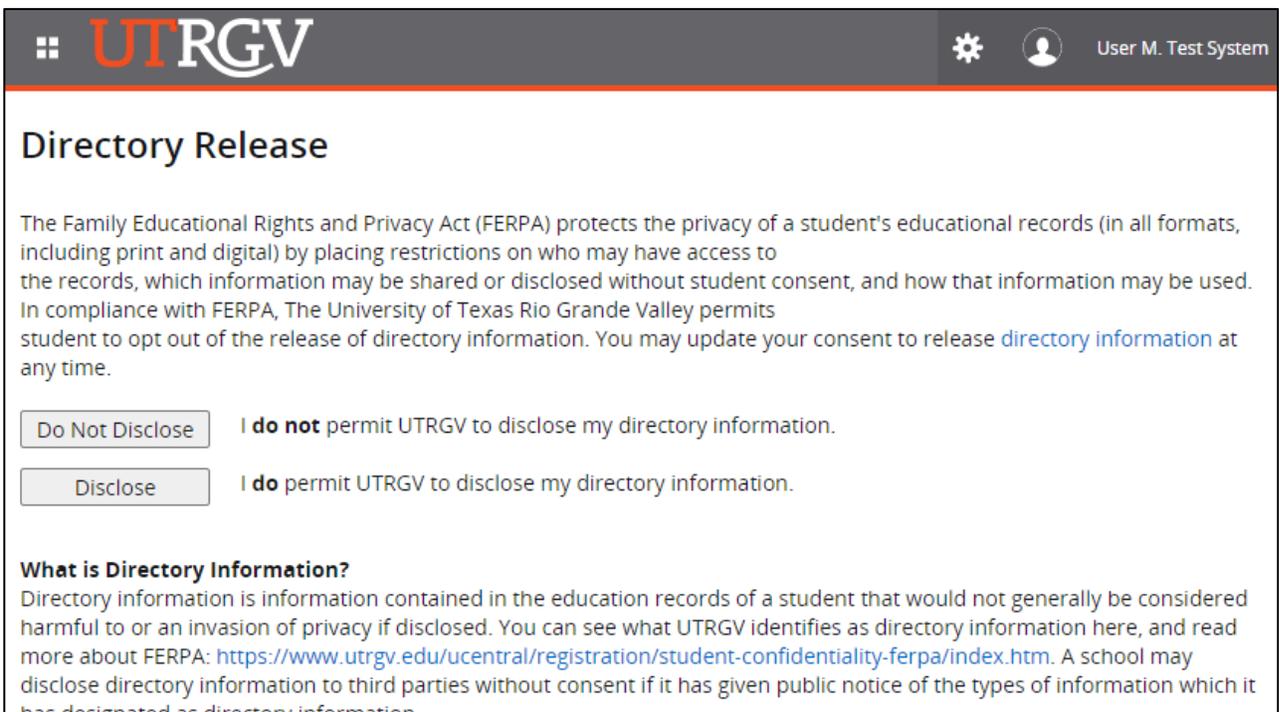
2. Click on **Student Profile**.



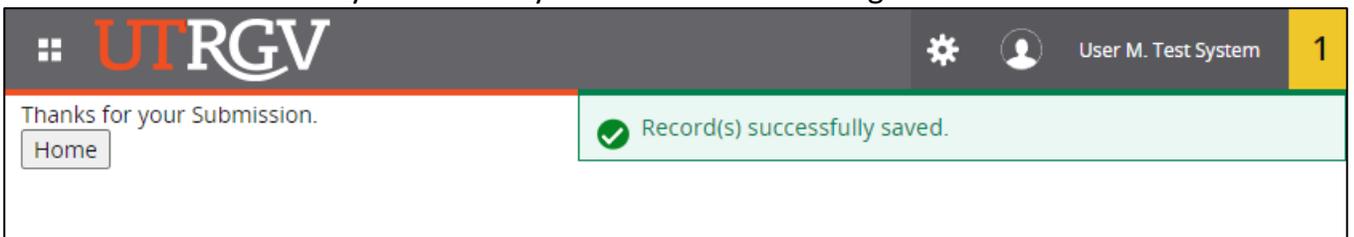
3. Click on FERPA (Directory Release), which is located as one of the student options.



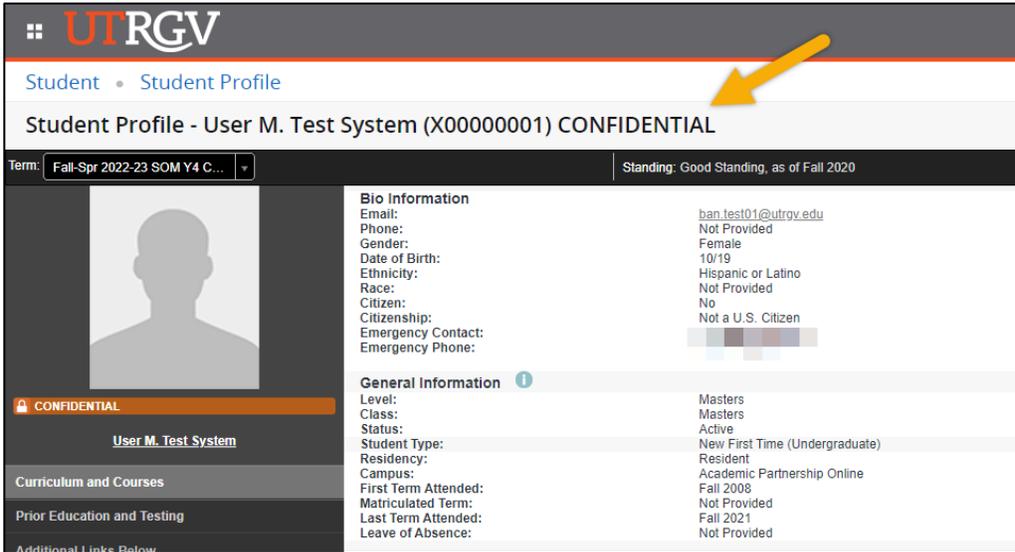
4. Student may now click on **Do Not Disclose** to restrict your directory information from being released.



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.

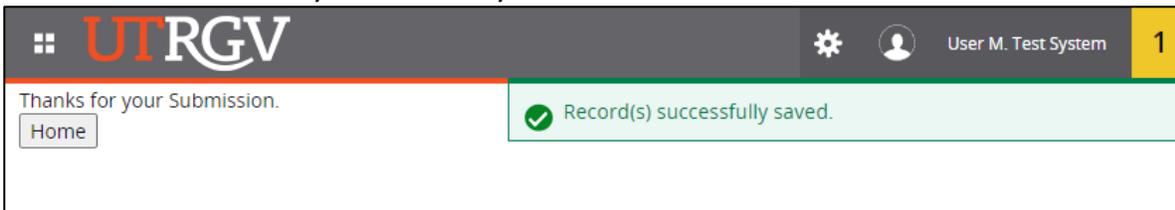


- Click **Home** to return to your Student Profile page. Verify that your record is set to **CONFIDENTIAL**.



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

- To allow your directory information to be released you will follow Steps 1-5 as noted above.
- Student will select **Disclose** to allow directory information to be released.
- 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.



- Click **Home** to return to your Student Profile page. Verify that your record is not set to **CONFIDENTIAL**.

