

University of Nebraska Medical Center

Setting or Releasing FERPA Restrictions in the Student Information System

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

To review the full FERPA notification for UNMC students, please see our website at www.unmc.edu/student-services/academic-records/ferpa/index.html.

Under the regulations defined by FERPA, you have the right to restrict the following information from public release (directory information at UNMC):

Public Directory Information:

- Student name
- Year at the University
- Dates of attendance
- Academic college and major field of study
- Enrollment status (undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Degrees, honors and awards received
- Most recent educational agency or institution attended

Non-Public Directory Information:

- Local address
- Permanent address
- Telephone listings
- University email address

Public Directory information will be available to the public upon request and may be included in student directories published electronically.

As a UNMC student, you have the right to restrict the release of your information (as outlined above) by placing FERPA restrictions on your student record in the student information system.

Please be advised that restricting your directory information will prevent us from verifying attendance or providing information to publications regarding honors and awards received, such as **Dean's List, participation in the professionalism ceremonies, Commencement program, etc. You may change your FERPA settings prior to applying to graduation if you want your name to appear in the Commencement or Convocation program.**

Below are instructions on how to set or release FERPA restrictions on your student record in the student information system. If you have any questions regarding your FERPA restrictions or release of information, please contact the UNMC Registrar:

Matt Schill, University Registrar
Phone: (402) 554-3041
Email: mschill@unomaha.edu

To set or release your FERPA preferences in the UNMC student information system:

Log in to the UNMC student information system (PeopleSoft) at <http://myrecords.unmc.edu>.

Click on the Profile tab. Scroll down to the “FERPA” section and click Edit.

The screenshot shows the UNMC student information system interface. At the top right, there are navigation links: "My Page", "Student" (highlighted with a red box), and "Sign Out". Below this is a horizontal menu with links: "Home", "Academic Records", "Admissions", "Enrollment", "Financial Aid", "Student Accounts", "Profile" (highlighted with a red box), and "Other Resources". The date "Thursday January 31, 2019" is displayed. On the left side, there are three sections: "Edit Preferred Names", "Edit Addresses", and "Edit Phone Numbers", each with a pencil icon. On the right side, there is a "Message Center" section with links for "Holds", "Messages", "Notices Sent", "To Do List", and "Title IX Training". Below that is the "FERPA" section, which is highlighted with a red box and contains an "Edit" button (also highlighted with a red box). The text in the FERPA section reads: "Under the restrictions defined by the Family Education Rights and Privacy Act, you have not restricted your information from public release."

Click “**Restrict All Fields**” to place FERPA restrictions on your student record.

Profile

FERPA

Under the restrictions defined by the Family Education Rights and Privacy Act, you have not restricted your information from public release.

Restrict All Fields

If you have restricted your student record, you can click "**Release All Restrictions**" to remove your FERPA restrictions.

Profile

FERPA

Under the restrictions defined by the Family Education Rights and Privacy Act, you have restricted your information from public release.

[Release All Restrictions](#)

Please note that you can change your FERPA restrictions in MyRecords at any time.