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/studentservices/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):

- Name
- Local address
- Permanent address
- Telephone listings
- Year at the University (Fr, So, Jr, Sr)
- Dates of attendance
- Academic college and major field of study
- Enrollment status (undergraduate, professional or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Degrees received
- Honors and awards received
- Most recent educational agency or institution attended

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:

Janet McLaughlin, Registrar  
Phone: (402) 559-4207  
Email: jmclaugh@unmc.edu
To set or release your FERPA preferences in the UNMC student information system:

1. Log in to the UNMC student information system (PeopleSoft) at http://myrecords.unmc.edu.
2. Make sure you are on the green tab, “Student.” Click on Student Center.
3. Scroll down to the “Personal Information” section. Select “Privacy Settings” from the drop down box, and click on the button to go.
4. Click on **Edit FERPA/DIRECTORY RESTRICTIONS**

5. Select your choice of either “restrict all fields” to place FERPA restrictions on your student record, or “release all restrictions” to release FERPA restrictions on your student record.
6. Once you have made your selection, verify that the system has recognized it. If you are placing FERPA restrictions on your record, the box should say “FERPA Restrictions are active.” If you are releasing FERPA restrictions on your record, the box should say “No current FERPA restriction.”

7. Click the “SAVE” button.

Please note that you can change your FERPA settings in PeopleSoft at any time.