

The Inside OUt

News from the Office of the University Registrar

Spring 2005

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Ohio University

Behind FERPA--understanding the rules, regulations, and protections

The Family Educational Rights and Privacy Act of 1974 (FERPA) is often misunderstood, but it has great importance to students and faculty.

FERPA governs the release of and access to education records maintained by Ohio University. An education record can be defined as any record that has personally identifiable information about a student that is maintained by Ohio University. This could range from a yearbook photograph to an e-mail between student and advisor.

Students are given certain rights under FERPA. While there are many exceptions to the basic rules, each student has five basic rights. They are the right to: inspect and review their education records; request an amendment of a record that is inaccurate, misleading, or in violation of the student's

rights; consent prior to disclosure of education records; right of nondisclosure of designated directory/public information; and file a complaint with the U.S. Department of Education's Family Policy Compliance Office.

Under FERPA institutions are required to define directory information. Directory information can be released to third parties without consent from the student unless the student requests nondisclosure (confidentiality). Ohio University defines directory information as: name, address, telephone number, e-mail address, major academic program, dates of enrollment, current enrollment status, degrees and awards, standing and degree level, primary advisor, expected graduation date, current college and campus, participation in officially recognized activities and sports

with weight and height of athletic team members, previous institution attended, residency and admission statuses, record hold(s), and deceased status.

There are some limitations to defining directory information. Under FERPA the following items can never be considered directory information: race, citizenship, religious preference, student ID number, gender, grades, and GPA.

As well as directory information, there are types of information not protected by FERPA. These include: Ohio University Police Department records; employment records, except those whose employment at Ohio University is tied to their student status; notes made by and remaining in the sole possession

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Tentative course listings available online for Winter, Spring quarters

One service the Office of the University Registrar offers that students may not be aware of is tentative course listings for Winter and Spring quarters. This information is available in the Fall Quarter *Schedule of Classes* and online at www.ohio.edu/registrar/schedcls.cfm.

The academic departments and schools indicate which courses they plan to offer Winter and Spring quarters. This is very helpful to stu-

dents in planning their class schedule for the next academic year. The tentative listings include regional campus offerings as well.

Please make students aware that these tentative offerings are available. If a department or school has updates to the listing, please contact Renee Coen, Scheduling Supervisor, at coenc@ohio.edu or 7-2573. 🌸

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Registrar's Corner



University Registrar
Debra Benton

Happy Spring!

It's hard to believe that we are about to close another academic year. Time goes by faster and faster each year. Where does it go?

Serving students, e-mail, serving faculty, e-mail, answering the phone, e-mail, preparing reports, e-mail, writing policy, e-mail, serving on committees, e-mail—you get the point. I've always wondered, if we didn't have e-mail would we feel as rushed and short on time? If we went back to paper correspondence and phone calls would we feel as stressed?

I don't think we'll ever know the answer, but let's think of it differently. Without e-mail we wouldn't be included in as many "conversations," our bosses wouldn't know nearly as much about our operations, our students wouldn't be as informed, we wouldn't be as informed, we wouldn't accomplish as much as we do, and we wouldn't be as connected as we are.

Please feel free to send me an e-mail at bentond@ohio.edu if you have a question or concern about the Office of the University Registrar.

I hope you enjoy this issue of the Inside *OUt* and take the time to read it. You will find useful information about FERPA, tentative course listings, Summer Quarter registration, the graduation area, and the SIS DEMO screen. I'm also happy to welcome Brenda Wilkes as our Graduation Supervisor. Welcome aboard.

Summer RAC now required

Summer Quarter registration now requires a Registration Access Code (RAC). Previously, only a student's Social Security Number (SSN) or Personal Identification Number (PID) was required.

For Summer Quarter the RAC is the last two digits of a student's birth year and two-digit birth month (YYMM). Requiring a Summer RAC "adds another level of security, of authentication," said Mike Wickham, Assistant Registrar for Registration and Scheduling. The method of YYMM was selected over assigning random numbers to make it easier for students who register in the summer.

Instructions for logging into Web Registration can be viewed at <http://www.ohio.edu/registrar> by selecting Register for Classes. 🌱

Office sponsors family

During the holiday season, the Office of the University Registrar helped supply a family with gifts and food.

The office was contacted by the American Red Cross, which had a real need this year for sponsors due to the flooding in the area. The idea was well received by staff members, and employees made monetary donations.

Administrative Assistant Tina Ervin, collected the money and shopped for the family's three young children. "It always makes me feel good to do it," commented Ervin.

Each child received eight gifts, which included a LeapPad and a new bike. The family also got a \$50 gift card to Kroger to help them purchase a holiday dinner.

Lori Collins, Tina Ervin, and Karen Perez wrapped the gifts. They were then delivered to the Red Cross office. The Red Cross, in turn, delivered the gifts to the family. 🌱

The Inside *OUt*

Editor
Sandra Whitta

The *Inside OUt* is an online publication created by the student newsletter coordinator of the Ohio University Office of the University Registrar. It is available online at <www.ohio.edu/registrar/pubs.cfm>

If you have any comments, questions, or suggestions for future issues of *The Inside OUt*, please call Yvonne Nice at 740-593-4213.

Photos by: Editor Sandra Whitta; University Photographer Rick Fatica; Administrative Assistant Tina Ervin

Registrar's retreat provides informative, interactive enjoyment for staff members

The Office of the University Registrar held its annual professional development retreat on December 9, 2004. The day was planned to give staff members a chance to interact and to acquaint newer employees with the Registrar's Office, as well as discuss current and new procedures that affect the office.

After a continental breakfast and welcome, Brian Dearing, undergraduate student and scholar, opened the retreat with a presentation on his experiences retracing The Lewis and Clark Expedition. Dearing shared how he learned about the opportunity, how he was selected to participate, and how it relates to his degree.

Margaret Goodwin, assistant dean of the College of Health and Human Services, gave a presentation on the duties and responsibilities of an assistant dean. Although the presentation focused on the standpoint of Goodwin in relation to her own college, the presentation was intended to give Registrar employees a better understanding of the responsibilities of the college student service office and its relationship with the Registrar's Office.

Krista McCallum Beatty, associate director of International Student and Faculty Services, invited international students to help give staff members more perspective on what some customers have gone through and show them how to better work with and understand foreign students. Ten international students participated, representing five countries; China, Ghana, India, Japan, and Turkey. Staff members were divided into groups, with each group having the opportunity to speak with international students from one of the five countries.

Interim Provost Kathy Krendl, the last presenter of the day, spoke about her role as Provost, the role of the office, the strategic planning process, and the planning unit as a whole.



Employees decorate snowman ornaments and place them on a gift tree for fellow employee, Jane Pidcock.



International student, Nida Ikiz, shares her foreign cuisine, Turkish pogaca, with staff members.

Employees also participated in other activities. All employees participated in "Not-so-Trivial Pursuit." Staff members were divided into teams and then quizzed on questions relating to policies and procedures of the Registrar's Office and the University.

"The quiz show was a different, fun, interactive way to help get across information about our office for everyone to benefit from," said Patrick Beatty, Assistant Registrar for Academic Records.

"I learned a lot from the trivia," said Tina Ervin, administrative assistant. "I liked the competitive atmosphere and learned there were things I didn't know, but should have."

Another activity was making a gift tree for Jane Pidcock. Jane was on medical leave and employees decorated an ornament to put on a tree that was delivered to Pidcock. Employees also learned how to make origami. Three new staff members participated in the "To Tell the Truth" exercise. Each new employee told a story and the rest of the staff had to guess whose story was true.

Members of the retreat committee were Patrick Beatty, Andy Flinn, Brenda Nelson, and Karen Perez.

"Based on the feedback and evaluations the retreat was well received," said Beatty. "The location was convenient. It was held in the Human Resource Training Center."

Debra Benton presented the accomplishments of the staff from the previous year and outlined goals for the coming year. "I really enjoy our staff retreat. The staff work so hard, but rarely do we have the time to all come together to review the year, learn new things, and just spend time together. The staff retreat planning committee did a great job and made the day enjoyable and beneficial for everyone." ❁



DEMO Screen Highlight

Student Information System



FUNCTION:		*** DEMOGRAPHICS ***		04/06/05		RGMM P091 0 DEMO	
ID.....= P123456789		STUDENT, IMA GOOD		SSN: 123456789		DIR-REL: Y	
EMRGY...	PARENT	GEORGE					
ADDR....	124 NORTH GREEN STREET						
CITY....	CHILLICOTHE	ST..:	OH	ZIP: 45601	CTRY....	000	
PHONE....	740 555 4529					KIN.....:	
GENDER..:	F	LIC#:			STATE...:		
DOB-YMD..:	1987/04/17						
POB-CITY:	CHILLICOTHE	ST..:	OH	CNTY....:	CTRY....:	000	
RELIGION:		ETHNIC..:	05	MARRIAGE:	N	# OF DEP:	
HT/WT....	/	PHYS-LIM:		NAT-SPKR:	Y	LANGUAGE:	
VETS/BEN:	/ N	VAFILE#..:		SS-STAT..:	N	LIVE/ARR:	
SCHOLAR	S	ALUM INFO	N	CAP	N	OU EMPLOY	N
DIS SVCS	N	DAR ATHL	N	ROTC	N	TEACHCERT	N
HOUSING		HC70 PULL	N				
DECEASED:	N	D-DATE..:		LMOD....:	OFFL	2005/03/26	

The Demographics (DEMO) screen in SIS lists a student's background information. The screen allows staff to access a variety of basic information about a student quickly and easily. Numerous fields on the screen are not used by Ohio University at this time. Only fields used are described in this article.

The first line lists the student's identification number (ID), name, social security number (SSN), and directory release information (DIR-REL). The next group of information gives the student's emergency contact information (EMRGY), address (ADDR), phone number, country (CTRY), and relationship (KIN) of the contact person to the student.

The third group of fields contains the student's gender (GENDER) date of birth (DOB-YMD), plus the city (POB-CITY), state (ST), county (CNTY), and country (CTRY) of birth. Following this section of fields are four columns of information. The fields used by Ohio University in the first column are the Veterans Code/Benefits Flag field (VETS/BEN). If a student receives veterans benefits, the Veterans Code field indicates the chapter for which the student is receiving educational benefits and the Benefits Flag field would be set to a "Y" indicating the student is currently receiving benefits. The Scholar Code (SCHOLAR) is used by Financial Aid in processing freshman and transfer students. The Housing field (HOUSING) indicates if a student is required to live in University housing or has an exemption. If a student is deceased a "Y" appears in the Deceased field (DECEASED).

The fields used by Ohio University in the second column are the Ethnic Code field (ETHNIC), which indicates the ethnicity of the student. (Ohio University is required to ask for this information in order to demonstrate compliance with Civil Rights Legislation by the

U.S. government.) A "Y" in the Physical Limitations (PHYS-LIM) field indicates a student has a disability and is registered with the Office of Institutional Equity. The Alumni Information field (ALUM INFO) indicates if the father, mother, or both parents are alumni of Ohio University. The HC70 Pullback field (HC70 PULL) is used to trigger a nightly batch process to retrieve data stored on the Historical Course file and converts the coursework into SIS. The Deceased Date field (D-DATE) indicates the deceased date if the Deceased field is a "Y".

The fields used by Ohio University in the third column are the Marital Status Code field (MARRIAGE), which indicates the student's marital status. The Native Speaker field (NAT-SPKR) indicates if the student is a native speaker of English. The Selective Service Status field (SS-STAT) indicates if the student has registered with selective service. (All male students that are residents of Ohio between the ages of 18 and 26 are required to register with selective service.) The CAP flag (CAP) indicates if the student is a participant in the College Adjustment Program (CAP). The ROTC flag (ROTC) indicates if a student participates in a ROTC program.

The fields used by Ohio University in the fourth column are the Living Arrangement Code (LIVE/ARR), which indicates if the student lives on campus, off-campus, at home with a parent or relative, or if the student must be cleared by Legal Affairs prior to signing a housing contract. The OU Employment field (OU EMPLOY) indicates if the student is an employee of Ohio University.

Most of the information for the screen comes from a student's application. A student can update his/her emergency contact information online at www.ohio.edu/registrar by clicking on the Update MyAddress link. Questions about this screen should be directed to Cindy Irwin at 593-4182. 🖱️

Graduation area aids students in final stage at Ohio University

Since we last featured this area of our office, there have been many changes. There are new staff members and updates to the graduation process. As employees of the Office of the University Registrar's graduation area, Records Management Coordinator Brenda Wilkes and Records Management Assistant Inez Linscott coordinate the online application process, work with the academic colleges in the conferral process, and order and distribute all diplomas.

The number of students graduating has increased over recent years from 5,299 graduates in 1996 to 5,926 in 2004. Even with these high numbers, Wilkes and Linscott manage to order and mail diplomas, prepare portions of the commencement program, and finalize the students' records. The office staff continues to work on ways to improve the graduation process, making it easier for them to accommodate the increase in the number of graduates.

Online processes have allowed the graduation process to be more efficient.

During the graduation process, the graduation department works closely with other offices on campus. A Microsoft Excel document is sent to all colleges electronically after the graduation application deadline. This document contains information about the students who applied regardless if they are qualified for graduation. "It gives the colleges an idea of how many have applied and how many of

their students may be graduating," said Wilkes. The graduation area also works closely with the deans' offices. The college deans clear the students for graduation and notify the graduation staff.

The graduation area verifies that students have the appropriate number of hours and grade point average, enters the conferral/denial flags to SIS, notifies students that were denied graduation, and mails diplomas to conferred students.

Wilkes is responsible for checking the accuracy of the information in the graduation database and analyzing graduation reports along with all the other functions of the graduation department. Wilkes says she enjoys the detail and analytical part of her job but her favorite part is the contact with students. "They are usually happy when I talk with them. It is an exciting time for them, which makes you excited too."

Having worked in the graduation area for over two years, Linscott is the veteran. She is in charge of answering the main graduation phone, taking graduation applications, ordering replacement diplomas, and preparing information for the commencement program as well as assisting with other functions. Linscott agrees with Wilkes that the most rewarding part of the job is working with students, but she also enjoys "getting diplomas out and having a completed cycle." 🍀

Registrar's Office welcomes new Graduation Supervisor, Brenda Wilkes

The Office of the University Registrar welcomes Brenda Wilkes as Records Management Coordinator and Graduation Supervisor.

Wilkes, who has been an Ohio University employee for three and a half years, began at the Registrar's Office on December 27, 2004.

Having previously attended Hocking College, Wilkes continues to work on her education by taking classes at Ohio University. Before coming to the Registrar's Office Wilkes worked in VP Finance/Plant Accounting.

"I have always been a books and numbers type of person," said Wilkes. "I am still in charge of keeping track of things, but now it is procedures and data instead of financial aspects."

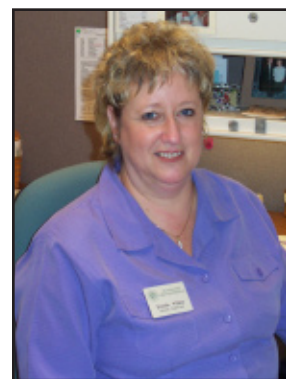
As Graduation Supervisor, Wilkes is responsible

for all aspects of the graduation area. Wilkes is also responsible for athletic eligibility.

"I have really enjoyed working here," Wilkes said, adding that she finds the Registrar staff to be very supportive. "I like having the freedom to think for myself and to implement ideas," she said.

Outside of work, Wilkes is the Clerk for Athens Township. She also enjoys painting, reading, scrapbooking, and craft making.

Wilkes lives in The Plains with her husband, Steve, and two sons, Nathan and Brenton. 🍀

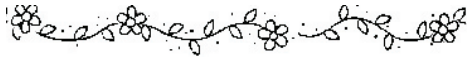


FERPA cont. from page 1

of the maker; Ohio University medical and psychological records used only in connection with the provision of treatment of the student; and Ohio University alumni records.

For more information regarding FERPA and its regulations visit the privacy regulations website at <http://www.ohio.edu/registrar/privacy.cfm> or e-mail Patrick Beatty, Assistant Registrar for Academic Records, at beatty@ohio.edu.

News Blurbs



Lori Collins, records management assistant, accepted a position in the Education Abroad office at Ohio University. Her last day at the Office of the University Registrar was January 18, 2005.

The Office of the University Registrar welcomes the following new student employees: Lauren Bashian, Amy Bulow, Beth Comer, Kallie Hopes, Carri Lease, Leah Moon, Adrian Neil, and Tanya Sanchez.

The staff enjoyed a Holiday luncheon at Red Brick on December 16. Staff members participated in a white elephant gift exchange.

Congratulations to Marge Mowery on the arrival of her new granddaughter, Kathleen Rose Mowery, on November 18 and to Carolyn Darst on the arrival of her new granddaughter Abbie Delaine Fife, born December 2.

Effective September 20, 2004, the Office of the University Registrar reports to the Provost. Previously the office reported to the Vice President for Finance and Administration.

Graduation Notice



Graduation is *not* automatic!

Students must apply to graduate.

Final deadlines for applying for graduation.

Apply online at www.ohio.edu/registrar
(Oak ID and password required to apply online.)

APPLICATION DEADLINES

Apply for graduation by:
July 28, 2005
September 28, 2005

DEGREE GRANTING DATES

If you wish to receive your degree:
Summer Quarter – August 27, 2005
Fall Quarter – November 23, 2005

Deadlines Are Final

Under the terms of FERPA, Ohio University has established the ZPUB screen and the following as directory information. This information may be released to third parties unless the student has submitted a “Confidentiality Status Request” form to the Office of the University Registrar. If they have submitted this form, their DIR-REL flag will be set to “N”.

- Student name
- Address (PM & LO)
- Telephone number
- E-mail address
- Major program of study
- Previous institution attended
- Participation in activities and sports with weight and height of team members
- Dates of enrollment at OU and enrollment status
- Degrees and awards
- Standing & degree level
- Primary advisor
- Expected graduation date
- Current college & campus
- Residency & admission status
- Record hold(s)
- Deceased status
- Directory/Public information release status

The disclosure of any other information from student records to third parties without the written consent of the student is a violation of FERPA and exposes the University to potentially serious penalties.

For more information on FERPA, please visit the following site:
<http://www.ohio.edu/registrar/privacy>.

Any questions about FERPA may be referred to the University Registrar (registrar@ohio.edu) or by contacting Patrick Beatty at beatty@ohio.edu.