



Office of the Registrar

Instructions for completing the

Request for Confidentiality of Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 to protect the privacy of student education records. The law applies to those institutions that regularly receive federal funding from the Department of Education and is enforced by the Family Policy Compliance Office of the U.S. Department of Education.

FERPA allows students to restrict or limit the release of “directory information.” Directory information is information in the student record not generally considered harmful or an invasion of privacy if disclosed.

At The University of Texas at Dallas, directory information includes:

- Name
- Local and permanent postal address
- Email address
- Telephone number
- Place of birth
- Field of study
- Degrees awarded
- Certificate and awards (including scholarships) received
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Most recent previous educational agency or institution attended

Full Restriction Directory information will not appear in the Student Directory, in printed or electronic format, or any other publication, nor will it be released to a third-party without your written consent..

Partial Restriction Directory information will not appear in the Student Directory, in printed or electronic format, nor will it be released to a third-party without your written consent. However, your name will appear in other University publications (graduation brochures or lists, honor roll, etc.)

No Restriction Directory information may be released.

You may change your restriction choice once a day online through your Self-service Student Center in Orion. Former students may make a change by submitting a completed Request for Confidentiality of Directory Information form at the Student Services Building on campus.

Please Note: If you select “Full Restriction”, **no information will be released** outside the University. This includes verification of degree awards, including your name and honors on graduation lists, verification of current enrollment status to lenders, etc.

With few exceptions you are entitled, on your request, to be informed about the information UT Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT Dallas correct information about you that is held by us and that is incorrect. Be assured your UTD records are protected from unauthorized disclosure by federal law.

Your UT Dallas identification number is requested as it is a unique identification number maintained to assure the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION UNIVERSITY (rev 8/05, 3/06, 6/06, 10/06, 11/10)



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Instructions for Student Self-service Confidentiality

1. From Self-Service Student Center in Orion, choose FERPA Confidentiality from the drop down menu in the Academics area and click on the go arrow.

The screenshot shows the 'Test Student' profile page for ID 2012345678. The 'Academics' tab is selected. In the 'Academics' section, the 'FERPA Confidentiality' dropdown menu is highlighted with a red box. Below it, a table titled 'This Week's Schedule' lists classes: AP 3300-001 LEC (20941), CHIN 1311-001 LEC (20893), NATS 4141-501 SEM (25373), and NATS 4694-001 PRA (25374). Other sections include 'Holds', 'To Do List', 'Enrollment Dates', and 'Personal Information'.

2. Read the FERPA information and scroll down to make your choice.
3. Click the button next to the appropriate selection and then click save at the bottom. **Please be aware that once you click Save, you will be unable to make another change until the next day, so please be sure your selection is correct.**

Your current setting is: **No Restriction**

Please make a choice below and click Save to make a change

Full Restriction

Directory information will not appear in the Student Directory, in printed or electronic format, or any other publication, nor will it be released to a third-party without your written consent.

Partial Restriction

Directory information will not appear in the Student Directory, in printed or electronic format, nor will it be released to a third-party without your written consent. However, your name will appear in other University publications (graduation brochures or lists, honor roll, etc.)

No Restriction

Directory information, as defined by UTDSP5010 (<https://policy.utdallas.edu/utdsp5010>), may be released.

Disclaimer

Directory information may appear in public documents and may otherwise be disclosed under the Directory Exception unless the student submits the restriction request by Census Day of each semester. A list of exceptions to the FERPA signed consent requirement can be found at this website: <http://policy.utdallas.edu/print/utdsp5010>

4. You will receive a confirmation email through your utdallas.edu account.