

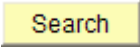
Viewing the Online FERPA Privacy Waiver

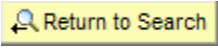
Effective 05/28/2009, when students log into the Student Administration System and click the **Student Center** link, they will be required to complete the FERPA (Family Educational Rights and Privacy Act) Privacy Waiver. The waiver provides students the ability to designate up to four persons and assign a distinct four-character access code to each person in order that the designee may discuss specific information with these **administrative** offices:

- Registrar
- Financial Aid and Bursar
- Residential Life
- Husky One Card Office
- Community Standards

Use this procedure to determine whether or not a student has completed the FERPA Privacy Waiver. View a student's designees and their access code or if a student chooses not to indicate any designees.

Path: UC Campus Community > UC Campus Community Inquire > UC FERPA Privacy Waiver

1.	<p>On the UC FERPA Waiver Designees Find an Existing Value page, enter criteria to search for the student.</p> <p>Note: Click the Advanced Search link to search by Last Name and First Name.</p> <p>Tip! Click the Add to Favorites link to add this page to your My Favorites folder.</p>																								
2.	<p>Click . The FERPA Privacy Waiver Designees page appears.</p>																								
3.	<p>If the student has not yet completed the FERPA Privacy Waiver, the following message in red highlighted in yellow appears under the Designee Name column:</p> <p>FERPA Waiver Not Complete</p>																								
4.	<p>If the student did indicate designees, the Designee Name and four-character Access Code display (letters, numbers and/or special characters).</p> <p>The specific administrative office the student wishes that designee to discuss information with is selected (note checkboxes):</p> <table border="1" data-bbox="217 1493 1438 1759"> <thead> <tr> <th colspan="2">Designee Name</th> <th>Access Code</th> <th>Academic</th> <th>FinAid/ Bursar</th> <th>Residential Life</th> <th>Husky One Card</th> <th>Community Standards</th> </tr> </thead> <tbody> <tr> <td>JANE</td> <td>HUSKY</td> <td>0505</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>JOHN</td> <td>HUSKY</td> <td>DAD*</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Designee Name		Access Code	Academic	FinAid/ Bursar	Residential Life	Husky One Card	Community Standards	JANE	HUSKY	0505	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOHN	HUSKY	DAD*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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5.	If the student has decided not to select any designees the following message appears under the Designee Name column: FERPA Compliance - No Designee
6.	Read and follow the DO and DO NOT guidelines.
7.	At the bottom of the page, click  to look up another student.

For additional information on FERPA, click the links below:

- FERPA Privacy Waiver [Frequently Asked Questions](#)
- Information for [Designees](#)
- FERPA Privacy Waiver [Provisions](#)
- Registrar's [FERPA website](#)
- UConn's [FERPA Policy](#)