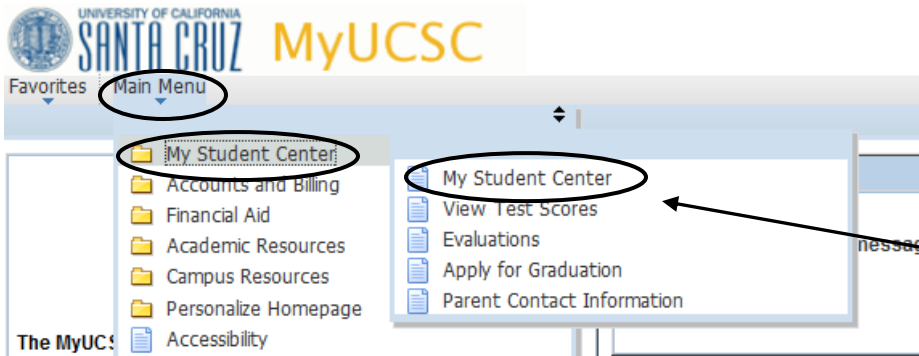


How to Update Privacy Settings: Request or Remove Non-Release of Information (NRI) Restrict Publication of Contact Information in Campus Directory

1) Sign into your student portal at my.ucsc.edu



2) Click **Main Menu**, then **My Student Center** folder, then **My Student Center** page

Sammy's Student Center

[Student Advising Summary](#)

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

more links...

Deadlines

2008 Fall Quarter Schedule	
Class	Schedule
BIOL 280A-01 SEM (23085)	Room: TBA

[weekly schedule](#) ▶
[enrollment shopping cart](#) ▶

Holds

No Holds.

To Do List

180 Credit Requirement
2007-08 FAFSA Received
2008-09 FAFSA Received
Amer Hstry & Inst Requirement
Senior Residence Requirement
Subject A Requirement

[details](#) ▶

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2008 Fall Quarter Regular Academic Session session on May 20, 2008.

[details](#) ▶

Advisor

Program Advisor
None Assigned

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Denial Awards](#)
[Report Other Financial Aid](#)

more links...

Account Summary

You owe 2,742.79.

- Due Now 0.00
 - Future Due 2,742.79
- Currency used is US Dollar.

Personal Information

[Emergency Contact](#)
[Privacy Settings](#)

Privacy Settings

Contact Information

Mailing Address 100 Sample Street Santa Cruz, CA 95062	Billing Address None
Phone Numbers 831/555-1111	Campus Email Address sammyslug@ucsc.edu

3) In the Personal Information section, choose **Privacy Settings** from the drop down menu

4) Click **Go**

Public Information Restrictions

Family Educational Rights and Privacy Act (FERPA)
According to the Family Educational Rights and Privacy Act of 1974, as amended, students in higher education institutions are considered to be adults with general rights over their student record.

Certain information is releasable to the public unless students opt to restrict their public information. Students entering their first term at UCSC are provided the first seven days of the quarter to place a data restriction otherwise public data will be released upon request.

Authorization for Access to Public Information Data
While FERPA defines some very specific exceptions, students are the only ones who can authorize the release of information from their student records. Parents, friends, prospective employers, and other third-parties are required to present written authorization from a student in order to gain access to any academic records.

How Students Can Restrict or Release Public Information
To view the various methods of restricting and releasing public data or make any changes click the "Edit Public Information Restriction" button.

PUBLIC INFORMATION DATA CHART
As permitted by FERPA, UCSC designates certain data as public information (data not considered harmful if released).

- Student Name
- Local Telephone Number
- Local Address (current mailing or campus/college address)
- E-Mail
- College
- Major
- Class Level
- Dates of Attendance
- Number of Credits
- Degrees and Honors
- Name, Weight, Height of Intercollegiate Athletes

Public Information in the above list is currently set as releasable. Click Edit Public Information Restrictions to restrict information from public disclosure.

Your information is being released to the campus directory. Click Edit Public Information Restrictions to withhold your information from the campus directory.

EDIT PUBLIC INFORMATION RESTRICTIONS

This box displays the current privacy setting for release of public information

This box displays the current privacy setting for release to the campus directory

To change either of these privacy settings, click **Edit Public Information Restrictions**

If all your information is set to be released, the screen will look like this.

Sammy Slug

Public Information Restriction

Edit Public Information Restrictions

RESTRICT ALL FIELDS

Please consider very carefully the consequences of any decision you make to restrict all of your public data. Any future requests for your public data from persons or organizations outside of UCSC will be refused. For example, the Office of the Registrar will not verify your student status or earned degree(s) for a potential employer. Your public data will not be published.

RELEASE TO PUBLICATION

Keep your public data private but have the option to release data only for publication in commencement programs and honors lists.

RELEASE ALL RESTRICTIONS

Your data is public unless you opt to restrict all of your data.

RELEASE TO CAMPUS DIRECTORY (YES OR NO)?

Name, Phone Number and E-Mail will be printed in the UCSC Campus Directory unless you choose not to release them.

If you have any questions about the privacy of student records, contact:
Office of the Registrar; 190 Hahn Student Services; 831-459-4412

← [Return to Restrictions Summary](#)

Release to Campus Directory

Yes No

For a **Non-Release of Information (NRI)**, click **Restrict All Fields**. Your information will not be sent to the campus directory or published, and any future requests for your public data from external persons or organizations will be refused.

Click **Save** after making any changes.

You can simply elect not to have your information published in the campus directory without having a Non-Release of Information by clicking this radio button.

Public Information Restriction

Save Confirmation

✓ The Save was successful.

This page confirms your changes have been saved. Click OK.

If you have a Non-Release of Information, the screen will look like this.

Sammy Slug

Public Information Restriction

Edit Public Information Restrictions

RESTRICT ALL FIELDS

Please consider very carefully the consequences of any decision you make to restrict all of your public data. Any future requests for your public data from persons or organizations outside of UCSC will be refused. For example, the Office of the Registrar will not verify your student status or earned degree(s) for a potential employer. Your public data will not be published.

RELEASE TO PUBLICATION

Keep your public data private but have the option to release data only for publication in commencement programs and honors lists.

RELEASE ALL RESTRICTIONS

Your data is public unless you opt to restrict all of your data.

RELEASE TO CAMPUS DIRECTORY (YES OR NO)?

Name, Phone Number and E-Mail will be printed in the UCSC Campus Directory unless you choose not to release them.

If you have any questions about the privacy of student records, contact:
Office of the Registrar; 190 Hahn Student Services; 831-459-4412

release all restrictions

Release to Publication

Return to Restrictions Summary

Release to Campus Directory

Yes No

SAVE

To release your information, click **Release All Restrictions**.

If you have a Non-Release of Information but would like to be included in commencement programs and honors lists, click **Release to Publication**.

Click **Save** after making any changes.

If you have a Non-Release of Information you do not have the option to release your information to the campus directory.

Release To Publication

The following categories of publications will be exceptions to the restrictions that have been placed on the release of this information under FERPA. The restricted information WILL appear in publications in the following categories.

Use the 'Add' button to select each campus publication allowed to release your data.

Use the 'Delete' button to remove each campus publication from releasing your data.

Publication Categories

Commencement Prog&Honc

Add Delete

OK Cancel

To be included in commencement programs and honor lists, choose **Commencement Prog&Honors Lists** from the drop down menu.

Click **OK**.

Sammy Slug

Public Information Restriction

Edit Public Information Restrictions

RESTRICT ALL FIELDS

Please consider very carefully the consequences of any decision you make to restrict all of your public data. Any future requests for your public data from persons or organizations outside of UCSC will be refused. For example, the Office of the Registrar will not verify your student status or earned degree(s) for a potential employer. Your public data will not be published.

RELEASE TO PUBLICATION

Keep your public data private but have the option to release data only for publication in commencement programs and honors lists.

RELEASE ALL RESTRICTIONS

Your data is public unless you opt to restrict all of your data.

RELEASE TO CAMPUS DIRECTORY (YES OR NO)?

Name, Phone Number and E-Mail will be printed in the UCSC Campus Directory unless you choose not to release them.

If you have any questions about the privacy of student records, contact:
Office of the Registrar; 190 Hahn Student Services; 831-459-4412

[release all restrictions](#)

[Release to Publication](#)

[Return to Restrictions Summary](#)

Release to Campus Directory



Yes



No

[SAVE](#)

Click Save.

Public Information Restriction

Save Confirmation



The Save was successful.

[OK](#)

This page confirms
your changes have
been saved.