FERPA for Families

REGISTRAR’S OFFICE
Family Educational Rights and Privacy Act (FERPA)

- FERPA is a federal law that governs the disclosure of education records maintained by education institutions, as well as access to these records.

- FERPA rights belong to the student at a college or university regardless of age, even if they are under 18.
The Difference Between High School and College

In accordance with FERPA, all rights belong to the student at a college/university regardless of age.
Directory Information at UAlbany

Directory information is information about the student that the University is permitted, but not required, to share.

- **Name**
- **Address** (local and permanent)
- **Academic status** (Undergraduate, Graduate, General Studies, Full-Time, Part-Time, etc.)
- **Dates of attendance**
- **Degrees completed**
- **Program of Study**
- **Honors and Awards**
Information that is not directory information is called personally identifiable information or PII. PII is information that we are unable to release without the student’s written consent.

- Grades
- Academic performance
- Class schedule
- Instructor or advisor names
- Location of classes
The University can only provide parent or guardian access to student records with the student’s written, notarized consent.

Students can complete the “Student Consent to Release Information” form on the Registrar’s website.

If this form is on file, we will need to authenticate your identity via photo ID over a Zoom call with you and your student. No information is given to parents over the phone or email.
An Easier Way

- Ask your student for the information you need
- Check the UAlbany Advantage Success Center
- Secure, 24/7 access to students so they can manage their registration, view their class schedule, look at their grades, degree audit, and more.
- Sit down in person
- Video chat
Located on the MyUAlbany portal (albany.edu/myualbany)
They will use their login credentials – these are the same credentials that they use to log into their email and MyUAlbany portal, they will know this information.
Student will be able to show you their semester grades.

View upcoming semester schedule.

Review important communications about advisement, registration and tutoring opportunities.
Also included in a student’s 24/7 secure access through MyUAlbany are:

- **Unofficial Transcripts**
- **Degree Audit** - A degree audit details a student’s degree requirements for a particular major and minor, lists courses completed and grades, GPA, as well as outstanding degree requirements.
- **Enrollment Verification** - You will likely need enrollment verification for insurance purposes, but it’s another way for your student to demonstrate to you that they are enrolled whether it be Part-Time or Full-Time.
Student Billing Access: E-Pay

www.epay.albany.edu

- View and pay tuition invoice online
- Set up Authorized Users to view and pay E-Bill
- Set up an E-Refund account
- Pay your housing deposit
- Enroll in the E-Payment Plan
- Sign up to receive text message alerts when your E-Bill is ready to be viewed
Questions?

www.albany.edu/registrar

registrar@albany.edu