



UNIVERSITY AT ALBANY  
State University of New York

# FERPA for Families

REGISTRAR'S OFFICE – SUMMER 2019

# 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.

# Directory Information

- ▶ One way in which schools vary in the administration of FERPA is their definition of Directory Information. Directory information is information about the student that the University is permitted, but not required, to share, as long as the student does not ask to have it suppressed.
- ▶ If it is not directory information it is personally identifiable information or PII. PII is information that we are unable to release without the students consent. Grades are NEVER considered directory information...this means that we cannot give them out to anyone over the phone or by email.

# Directory Information at UAlbany

- ▶ 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

# The Difference Between High School and College

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

# The Difference Between High School and College

- ▶ One of the most significant changes a parent or guardian may experience with a student in college is the difference in access to education records. In college, the rights and access to the information in the education record transfers to the students.
- ▶ At the University at Albany, students access the education record through their MyUAlbany portal. The University, provides secure, 24/7 access to students so they can manage their registration, view their class schedule, look at their grades, degree audit, and more.
- ▶ The University can only provide parent or guardian access to student records with the student's written, notarized consent. This means that if you contact the University to try to get your student's grades or any part of their student record, we will not be able to provide that information to you unless we have the student's written, notarized consent.
- ▶ If you have written, notarized consent and wish to access your student's records, you will need to be authenticated via photo ID in person at the Registrar's Office; no information is given to parents over the phone or email. We understand appearing in person is often difficult to do, which is why we recommend regular conversations with your student to check in on academic progress.

# How to Stay Informed

- ▶ In most circumstances when a parent or guardian inquires about a student's academic record, we are going to refer them back to the student for a conversation.
- ▶ You can sit down with your student when they come home for the semester and have them log in to their UAlbany Advantage Success Center to have an informed conversation on academic progress.

# UAlbany Advantage Success Center

▶ Located  
on the  
MyUalbany  
portal

(albany.edu/myualbany)

MYUALBANY

STUDENT LOG ON

EMPLOYEE LOG IN

The UAlbany *Advantage* Success Center

# UAlbany Advantage Success Center login

- ▶ 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.



Hello

UNIVERSITY  
AT ALBANY

State University of New York

Net ID

Password

**Student  
login**

Sign in

# Advantage Success Center

## Student Home

Class Information Reports Calendar Send a Message

### Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	AMAT-308-Class # 3509 Topics Statistical Inference	Professor Xavier	Ended on 05/08/2019 TR 4:15p-5:35p Earth Science-0146		A
<input type="checkbox"/>	AMAT-464-Class # 9853 Applied Stochastic Processes	Professor Jones	Ended on 05/08/2019 TR 1:15p-2:35p Earth Science-0108		A-

Final grades ↓

Student will be able to show you their semester grades.

## Student Home

Class Information Reports Calendar Send a Message

### Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	AMAT-465-Class # 3334 Applied Statistics	Professor Dane	Begins on 08/26/2019 TR 10:15a-11:35a Earth Science-0147		
<input type="checkbox"/>	ICSI-403-Class # 9679 Algorithms & Data Structures	Professor Minerva	Begins on 08/26/2019 T 2:45p-5:35p Earth Science-0245		
<input type="checkbox"/>	ICSI-410-Class # 8676 Intro to Databases	Professor Pedwin	Begins on 08/26/2019 MWF 11:30a-...		

View upcoming semester schedule.

View Personal Messages Only View

TOPIC

**A+ Tutors Can Help You Prepare For Finals!**

**Registration is required in all undergraduate classes**

**Declared Majors - Response Requested!**

**A+ Tutoring & Academic Support**

Review important communications about advisement, registration and tutoring opportunities.

# Additional Tools

Also included in a student's 24/7 secure access through MyUAlbany are unofficial transcripts, degree audits, and enrollment verifications.

- ▶ Unofficial Transcript
- ▶ 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](http://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](http://www.albany.edu/registrar)  
[registrar@albany.edu](mailto:registrar@albany.edu)