The University of Utah
Student Records Security Change Form

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 • 801-581-8393 • 801-581-5919 fax

This document is accessible when opened in **Adobe Reader**. If you do not already have Adobe Reader, it is free on the Adobe website.

Complete pages 1-2 of the Student Records Security Change Form.

Person Requesting Access:

Last Name:_____ First Name:_____ Middle Name:_____ uNID:_____

Campus Email:_____ Department:_____ Phone:_____ Date:_____
(MM/DD/YYYY)

Verifying Official's Information:

First & Last Name:_____ Department:_____ Phone:_____ Date:_____
(MM/DD/YYYY)

The access you are requesting allows you to view and/or modify student information governed by the Family Educational Rights and Privacy Act.

By signing this form, I acknowledge that I have reviewed the FERPA Guide and completed the FERPA Tutorial. I understand my obligations under FERPA for the proper access and release of student education record information. I also certify that I am a school official with a legitimate educational interest in the records as defined in the Privacy Regulations. I also affirm that I have read and will comply with the provisions for security and confidentiality of employee and student records and files as described in Policy and Procedure Manual # 4-001 and 4-004. I understand that if found in violation of this agreement, I can be disciplined and/or dismissed from employment in accordance with University Policy 5-111.

_____   _____
Signature of Person Requesting Access   Signature of Department Official Verifying Eligibility

_____
For Operator classes with an (*), Signature of Student Systems Trainer

ADD: List the additional operator class(es) you are requesting (See page 3).

_____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____

**If requesting operator class UUENRLDP, please answer the following questions:

1. What is the need of the enrollment access? What actions (enroll/drop) will you do for the student? Give examples. (If registering students for a specific program (e.g. Global Pathways, EOP), please indicate the program) (250 characters maximum)

   ┌───┐
   │   │
   │   │
   └───┘

2. Why can't the student complete the action (enroll/drop) through Campus Information Services or by contacting the Registration & Records Division? (250 characters maximum)

   ┌───┐
   │   │
   │   │
   └───┘

Other:

   ┌───┐
   │   │
   │   │
   └───┘

DELETE: List the operator class(es) you are deleting (See page 3).

_____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____

To delete all access, please use the Security Access Deletion Form.

Person Requesting Access:

Last Name:_____ First Name:_____ Middle Name:_____ uNID:_____

Academic Career

Check the type(s) of student records you are authorized to access.

☐ Undergraduate ☐ Graduate ☐ Law ☐ Medicine ☐ Dentistry ☐ Non Credit

Academic Plan/Minor

If you are requesting access to change majors or minors, specify the plan (major/minor) codes you are authorized to change.
Click here for a reference list of all Major and Minor codes.

Plans/Minors _____ _____ _____ _____

_____ _____ _____ _____

Service Indicators

If you are requesting permission to place and release service indicators, complete the following:

Indicator _____ Reason 1 _____ Reason 2 _____ ☐ Placement ☐ Release

Indicator _____ Reason 1 _____ Reason 2 _____ ☐ Placement ☐ Release

Indicator _____ Reason 1 _____ Reason 2 _____ ☐ Placement ☐ Release

Additional Access

Inquiry Groups (Update)   Inquiry Groups (View Only)   Application Centers

_____   _____   _____

_____

Operator Classes Associated with the Financial Aid Office: Check Class(es) Requested.

☐ FACDI ☐ FACOUNSL ☐ FAVWONLY ☐ FARCCNS FASYSTEM Other:_____

Signature of Financial Aid Data Manager _____ Date _____

Operator Classes Associated with the Income Accounting Office: Check Class(es) Requested.

☐ STDFINVW ☐ STDFIN3 ☐ STDFIN4 ☐ STDFIN6 STDFIN7 Other:_____

Signature of Income Accounting Data Manager_____ Date _____

Please return completed form to the Registrar's Office, 250 N SSB, Email: studentsystems@utah.edu. Fax: 801-581-5919.   Updated: 02/10/2017

Privacy Regulations: (PLEASE RETAIN THIS PAGE FOR YOUR FILES)

Student records at the University of Utah are governed by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. The Act requires that the university forbid the release of student educational records or personally identifiable information contained in those files without the student's written consent except in specified situations.

The university discloses information from a student's educational record only with the student's written consent, except to school officials with a legitimate educational interest in the records. A school official is defined as someone employed by the University or Utah in an administrative, supervisory, academic, research or support staff position; a member of the university's Board of Trustees or the Utah State Board of Regents; or a person employed by or under contract to the university to perform a special task, such as an attorney, auditor or collection agency. A school official has a legitimate educational interest if that official is performing a task that is specified in their position description (or by a contract agreement) or that is related to a student's education or to the discipline of a student. The official may also be providing a service or benefit to the student or student's family, such as health care, counseling, job placement or financial aid.

Any employee violating this policy will be subject to disciplinary action including dismissal.

Please Note

Persons with access to student data or My Degree Dashboard may not release student information except to school officials with a legitimate educational interest as defined above. ALL others requesting information must be referred to the Registrar's Office.

Operator Class	Descriptions
ADVSRVW	View only access to basic student information commonly used by Academic Advisors. Includes: BIODEMO (Bio/Demo Data), FRESHMAN (Appointments), TESTSUWP (Test Summaries), TRADVMTG (Clear Transfer Students for Registration), TRANSFER (Test Credits, Education, Education Summary), UUENROLL (Enrollments), UUGRADES (Grades), UUPLAN (Program/Plan), UUSTATS (Term History), and VSRVCIND (Service Indicators. **NOTE: If your job does not require all the student information listed above, please request the individual classes below.**
APPLDATA	Student's admissions application data, including application progression and program/plan
BIODEMO	Student's address, phone, residency, and other personal information
CLSOFFR	Detailed information about classes offered at the U
CLSRCH	Search for classes to find capacity, status, and meeting patterns
CLSSPERM	Class permission numbers for restricted courses offered at the U
COURSES	Detailed information about courses added, or deleted offered at the U, including prerequisites, comments, date
DARSVIEW	Allows access to generate and view audits in My Degree Dashboard
EXTDEGR	Degrees earned by the student at other institutions
HS/COLLG	Student's GPA from high school(s) and other college(s) attended, high school requirements, and completed hours by school
RESIDNCY	Student's residency status
ROSTER	Listing of students enrolled by class
*SRVCIND	Place and/or release service indicators
STGRPS	Student identifier; i.e., VA, LEAP and HOP (View Only)
*STGRPUPD	Allows access to update specified student groups. On "other" line List student groups to be updated on page 1
TESTSUWP	Student's ACT, SAT, TOEFL and University writing placement scores
TRADVMTG	For use by Advisors to clear transfer students for registration
TRANSFER/ OTHR CRDT	Transfer credit information, CLEP, AP and other credit for a student
*TRNSCRVW	Departmental access to print an unofficial transcript
UUDEGR	Student's degrees and honors earned at the U
*UUENRLDP	Departmental access to add/drop classes
UUENROLL	Student's class schedule with meeting pattern, location, and instructor by term
UUGRADES	Student's classes and grades earned by term
UUPLAN	Student's current programs and plans along with registration eligibility by term
*UUPLANCH	Access to the Major/Minor change application on the web and view only access through PeopleSoft
UUSTATS	Student's term and cumulative GPA, earned hours, and statistics including academic standing
VSRVCIND	Student's negative service indicators (holds) and positive service indicators

*Requires signature on page 1 of Student Systems trainer before access is granted. Contact Clint Hayward at 801-581-8393.