STEPHEN F. AUSTIN
STATE UNIVERSITY

NACOGDOCHES, TEXAS

Your official Office of the Registrar Guide

Welcome to SFA! Here is a quick guide to familiarize you with the services our office provides:

FERPA Forms
The Family Educational Rights and Privacy Act states your parent or guardian's rights to your educational records ceased when you enrolled at SFA. If you have a parent or guardian who pays your bills or makes decisions on your behalf, however, you need to complete a student information release authorization form, which allows our office to work with your parents and to share your educational record. Authorization forms can be completed in the Academic tab in mySFA. If you have questions about the form, contact the registrar's office.

Registration
Registering for classes doesn't have to be confusing – here are some tips to help. Pay attention to registration dates, which will include when registration starts and ends, and learn how to register online. Visit us at **gosfa.com/registration** for information on both. For further assistance in registering, call our Registration Help Desk at (936) 468-1370, 8 a.m. to 5 p.m. Monday through Friday.

Dropping Classes
If you are feeling bogged down, keep in mind that you're not permitted to drop more than six courses during your entire undergraduate career, including transfer courses. Dropping courses also may cause you to lose financial aid, affect your medical and/or other insurance, and affect your academic status. Deadlines for dropping classes can be found at **gosfa.com/dropping-classes**.

Requesting Transcripts
The easiest way for first-year students to request a transcript is by visiting **gosfa.com/transcript**.

Registration/Transcript Holds
You may occasionally be unable to register or receive a transcript because of holds on your account. These must be cleared before you can register. If you need help understanding your holds, visit the Registration tab of your mySFA.

Proving Good Grades for Insurance Purposes
You may qualify for a Good Student discount if you have commendable grades. Contact your insurance agent for further details to see if they carry such a policy.

Verifications for Insurance Purposes
Students often need to prove they are enrolled in college in order to stay on their parent or guardian's insurance policy. You can get a verification of enrollment on the Academics tab in mySFA, or stop by the Rusk Building, Room 202, with a picture ID during normal business hours.

VA Benefits Certification
Need someone to certify your VA benefits? The registrar's office houses SFA's school certifying official. Stop by the Rusk Building, Room 202, or visit our website at **gosfa.com/va-benefits**.

The registrar's office hopes this guide was presented in a fun and easy-to-read format. It is our desire to serve you the best way possible and reduce stress you may experience during your first year at SFA.

ANNUAL NOTIFICATION TO STUDENTS

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. These rights are:

1. **The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.** Students should submit to the registrar, dean or head of the academic department [or appropriate official] written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records the student believes is inaccurate or misleading.** Students may ask the university to amend a record they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the university in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA**. The name and address of the office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-8520

Available for download at **studentprivacy.ed.gov/file-a-complaint**

The following items are considered **DIRECTORY INFORMATION** by the university and the university may disclose any of these items without prior written consent, unless the student notifies the registrar by completing a Request to Prevent Disclosure of Directory Information form in the registrar's office, located in Room 202 of the Rusk Building.

A. Name
B. All addresses, including university issued email address
C. All telephone numbers
D. Major field of study
E. Academic classification
F. Participation in officially recognized activities and sports
G. Weight and height of members of athletic teams
H. Dates of attendance and enrollment status
I. Degrees and awards received
J. Previous schools attended
K. Photograph

For additional information regarding FERPA, contact the registrar's office, or visit **gosfa.com/registrar**.

Hours: 8 a.m. to 5 p.m. Monday through Friday • Location: Rusk Building, second floor
Mailing Address: P.O. Box 13050, SFA Station Nacogdoches, TX 75962
Phone: (936) 468-2501 • Fax: (936) 468-2261 or (936) 468-7638 • Email: registrar@sfasu.edu