Student Administration (SA) Academic Functionality Request Form

All Academic and personal student information available in myUMBC is governed by UMBC's Policy on Disclosure of Records (see http://registrar.umbc.edu/services/records/disclosure-of-student-records/) and the Family Education Rights and Policy Act (FERPA). By submitting this request, I certify that I have read and understand these regulations and procedures and will act accordingly. Note: Access to academic and personal student information requires departmental approval.

Part I: Employee Information

Part II: Requested Student Administration (SA) Role – (Select One of the Below)

Instructor - allows the user to view their own teaching schedule and rosters but they cannot view transfer credit reports, degree audits, student schedules, or transcripts (example: adjuct instructors)

Faculty - allows the user to view their own teaching schedule and rosters, give class permissions and advising authorizations and also view transfer credit reports, degree audits, student schedules and transcripts

Staff Advisor – allows the user to give advising authorizations and class permissions, view transfer credit reports, degree audits and student schedules and transcripts (Granted on a semester basis)

Department Administrator – allows the user all of the same access as a faculty member but also includes the ability to view any class roster for the org to which they are tied, in conjuction to the Faculty member that is assigned to the course.

Scheduling Coordinator – allows the user to build a Schedule of Classes and to have administrative view of schedule of classes and catalog in SA

Internal Use _____

Part III: Academic Org - (Select all that Apply)

Admin and Managerial Sciences	English	Modern Languages & Linguistics
Africana Studies	English Language Center	Music
Aging Studies	Erickson School of Aging Studies	Philosophy
Ancient Studies	Gender and Women's Studies	Physical Education
Biological Sciences	Geography & Environmental Sys	Physics
Chemical, Biochemical, & Environmental Engineering	Gerontology	Political Science
Chemistry and Biochemistry	Health Administration & Policy	Psychology
College of Natural & Mathematical Sciences	History	Public Policy
College of Engineering & Info Technology	Honors College	Religious Studies
College of Human & Social Science	Information Systems	School of Social Work
Computer Science & Electrical Engineering	Interdisciplinary Studies	Shriver Center
Continuing & Professional Studies	Judaic Studies	Sociology and Anthropology
Dance	Language, Literacy and Culture	Theatre
Economics	Learning Resource Center	Visual Arts
Education	Mathematics & Statistics	UMBC – Other/All Orgs
Emergency Health Services	Mechanical Engineering	If your org is not listed Please
	Media & Communication Studies	check other and indicate the Org
		here: _____

Part IV: Description of Educational Need

This section must be completed if (1) you are requesting access to student data, and (2) the title of the role you are requesting differs from your job title (for example, if you are requesting the "Staff Advisor" role and you are not an academic advisor). If NONE of the roles od page one represent your specfic need for student information. Please example the need here.

Part V: Agreement

I understand that all academic and personal student information available in Student Administration (SA) is governed by the Family Education Rights and Privacy Act (FERPA) and UMBC's policy on disclosure of records (http://registrar.umbc.edu/services/records/disclosure-of-student-records/)I certify that I have read and understand these regulations and procedures and will act accordingly.

Requestor (Self)   Signature   Date

Part VI: Approval

All employees must have this form signed by the following:

Dept.Chair/Director Name   Signature   Date

Pamela Hawley

Registrar   Signature   Date