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## UNO Website-Registrar-Student Privacy Information (FERPA)

UNO Office of the University Registrar  
*University of Nebraska at Omaha*

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## Student Privacy Information (FERPA)

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The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," is a federal law that gives protection to student educational records and provides students with certain rights.

**Please select a topic below to learn more about FERPA:**

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### What are the Student's Rights under FERPA?

- The right to inspect and review their education records.
- The right to seek amendment to those records and in certain cases append a statement to the record.
- The right to consent to disclosure of his/her records.
- The right to file a complaint with the U.S. Department of Education.
- The right to obtain a copy of the University of Nebraska Omaha's Student Records Policy.

A copy of the policy is available at the Office of the University Registrar, Eppley Administration Building, Room 105. For information regarding the Student Records Policy, please contact the Office of the University Registrar at 402.554.2314.

FERPA also authorizes the release of "Directory Information" without a student's prior consent, under certain conditions which are set forth in the Act.

The University of Nebraska Omaha strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. Furthermore, in accordance with the Act, University of Nebraska Omaha has specifically defined "Directory Information" and provides annual notification to students of their rights in the Undergraduate Catalog and the Office of University Registrar website.

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### FERPA Restrictions

Under the Family Educational Rights and Privacy Act (FERPA), you have the right to restrict the release of certain student information to non-university entities. This hold will prohibit the release of information to potential employers, local newspapers, etc. Once a restriction has been placed, no information (degree, graduation dates, etc.) on the student can be verified by Office of the University Registrar staff.

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### How to Enact a FERPA Hold

You can enact a FERPA Restriction through your MavLINK account or by signing a Non-Disclosure Form.

- Log in to [MavLINK](#)
- Select the "Academics" tab
- Click on "Update FERPA Restrictions" link (FERPA box right hand side)
- Select "Edit FERPA/Directory Restrictions"
- Select "Restrict All Fields"
- Save your choice

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### FERPA Hold Implications

**Restricts:**

- Announcements of honors/awards
- Employer verification of degree information
- Name being printed in commencement program
- Communications from businesses
- Communications from UNO Student Organizations

**Allows:**

- Communications from UNO Departments and Offices

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### How to Remove a FERPA Hold

You can remove a **FERPA Restriction** through your MavLINK account or by filling out a Request for Removing Non-Disclosure Restriction form.

- Log in to [MavLINK](#)
- Select the "Academics" tab
- Click on "Update FERPA Restrictions" link (FERPA box right hand side)
- Select "Edit FERPA/Directory Restrictions"
- Select "Release All restrictions"
- Save your choice

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## Third-Party Access: Guest/Parent Account

We understand that many students wish to share information with their parents and family members, so we have created a method that allows students to provide third party access to this information. Up to five (5) parent/guest accounts can be created with unique access options.

Students can authorize another person, such as a parent or guardian, to view specific types of personal information in the Student Information System (SIS) through a Guest Account.

- For example, a student may want to give parents the ability to pay a bill, get an address or view grades.

Learn how to [add guest/parent access](#).

Students can also complete an [Information Release Form](#) to authorize UNO to release information to designated person(s).

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