

Registrar's Rocket Reader



From Lorinda's Desk...



Fall has certainly flown by. Normally, we would have printed a newsletter in the middle of the fall semester,

but we find ourselves already at the end of the semester.

We did feel that it was important to let you know about several of the projects that have been going on, as well as to give you an updated contact list for our office.

I would like to take this time to extend my thanks to the portal team for an outstanding job! The portal looks great and the team has been very responsive to issues. Please take a few minutes to log into **myUT** and see what you think.

Another issue that has kept us busy this fall term has been responding to security violations. Please take the time to read the other articles in the newsletter related to security.

As a rule of thumb, a student's Social Security Number should

never be posted anywhere, including public Web sites.

Please don't hesitate to contact any one of us in the Registrar's Office. We are happy to assist in any way we can.

Wishing you a wonderful holiday season and happy new year!

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Did You Know?

...that **Web for Students** is now called **Student Self Service**?

...that **Web for Faculty and Advisers** is now called **Faculty/Adviser Self Service**?

...that submission of grades for fall 2005 will be via the **myUT portal**?

...that a **channel** is something other than on what you watch CSI: Las Vegas?

...that we even have a **portal**?

If you answered "no" to any of the above questions, it is important that you read this issue of the *Registrar's Rocket Reader*.

Even if you answered "yes" to any of the above questions, you will still benefit by reading the articles inside this issue.

Happy Holidays!



myUT Portal is Now Available

The new myUT Web portal (myUT.utoledo.edu) differs from a simple Web page of links because it uses a combination of security, personalization and customization to offer more flexibility and integration. myUT aims not just to provide access to the services you already use from one central location, it goes a step further and helps you discover other services that are either new, or that you just didn't realize were available. The myUT Web portal is a Web site that offers a broad array of resources and services, such as email, chats, groups, search engines, and on-line resources and services. Have you accessed Yahoo.com recently where from the main page you can shop, read news, check the weather, or access email? UT's Web portal, named myUT, is similar to this. Think of it like a doorway to Web-based resources inside and outside the University.

Accessing the myUT portal

Just like other doorways, you need a "key" to get in. You log into the portal using your UTAD user name and password. This is the same user name you use to log into your computer each morning or to access your email from home. Once you are logged in, the portal knows who you are and delivers content to you based on your role at the University. For example, faculty information is delivered to faculty members only, while student specific information may only be delivered to students. If a user has multiple roles, he/she will receive content directed toward each of those roles.

New portal Lingo

Tabs – The portal information is organized in a series of tabs. A tab is an individual page within myUT and holds channels. Most tabs can be customized. You will always start at your Home tab but you maneuver throughout the portal by clicking on other tabs like Library, Faculty, Resources, etc.

Channels – A channel is an individual piece of content in the portal, such as a link to dates and deadlines, or a Washington Post news feed. All information, links and services in myUT are delivered as a series of channels, and appear on the individual tabbed pages. You can use the Content/Layout feature to build a mix and match of channels to suit yourself.

Web for Faculty/Advisers – Now called **Faculty/Adviser Self Service** is located on the Home tab and also on the Faculty tab.

Web for Students – Now called **Student Self Service** is located on the Home tab and Academics tab.

Groups - myUT includes an area called Groups where students, faculty, or employees can create and manage group homepages for clubs, courses, and other affiliations and interests. Within Groups, users can interact and communicate with other members of the group or course using a set of powerful and easy to use group tools.

My Courses - The Course Studio application provides functionality for managing course homepages for courses not already using the WebCT distance learning tool. This new functionality is in place for spring 2006 and future courses.

Targeted Announcements – The portal includes the ability to receive announcements targeted to selected group of individuals.

Campus Announcements go to all portal users.

Personal Announcements go to specific groups of users (e.g., all students, all members of a specific group or course, faculty, etc.)

Announcements are viewable on the Home tab.

Attention Faculty

You will submit final grades using the portal. Online grading is available December 5 through December 20 at 10:00 pm. Please take the time to log into the portal and locate the faculty self service area before grading begins.

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Grading Schedule for Fall 2005

Faculty will be using the portal to submit final grades.

Web grading opens December 5, 2005

Faculty grades due (Web grading closes)..... December 20, 2005 (10 p.m.)

Fall 2005 Commencement

Saturday, December 17, 2005

Savage Hall

10:00 a.m. Ceremony

NOTE. This is a single University-wide ceremony that includes graduates from all colleges.

Candidates should begin lining up 30 minutes prior to the ceremony. The ceremony will last approximately two hours.

Guests. Admission to the ceremony does not require a ticket; however, seating is on a first-come, first-served basis. Guests should enter the hall using the east or west upper level entrances. Ushers will be available to direct guests to seats offering the best view of a particular college.

Diploma. Graduates can expect to receive their diplomas within 30 days following commencement. Diplomas will be mailed to the address indicated on the Application for Graduation. Students will not be able to pick up their diploma directly from the Registrar's Office unless they have previously requested to do so on the Application for Graduation. The mailing of a diploma will be delayed if there are any holds on the graduate's student record (i.e., parking tickets, financial obligations, library fines). In all instances, the awarding of a degree is subject to the completion of degree requirements.

Further information can be found at:

<http://registrar.utoledo.edu/commencement.asp>



Graduation Application Deadlines

Undergraduate Colleges and Law School

Summer 2006* March 31, 2006
 Fall 2006 March 31, 2006
 Spring 2007 November 16, 2006

Graduate School

Spring 2006 February 3, 2006
 Summer 2006* June 2, 2006
 Fall 2006 September 22, 2006
 Spring 2007 February 9, 2007

*Students graduating in summer but participating in the spring ceremony must apply for graduation by the fifth week of the previous spring semester.

Students in the University Honors Program must complete a Senior Exit form at Sullivan Hall by the deadline date for graduation.

A FERPA Moment

The Family Educational Rights and Privacy Act of 1974 is a Federal law which assures all students the right to privacy in regards to their educational records. Any educational institution or agency that receives funds under any program administered by the U.S. Secretary of Education must comply with FERPA.

Student's Rights Regarding Educational Records

There are many exceptions to the rules, but all student have the right to inspect and review their educational records; the right to request an amendment to their educational records; the right to consent prior to the disclosure of their educational records, except to the extent that FERPA authorized disclosure without consent; the right of nondisclosure of public information, known as *Directory Information*; and the right to file a complaint with the U.S. Department of Education's Family Policy Compliance Office.

Educational records are records containing personally identifiable information about a student and records that the University maintains. Educational records are not sole possession notes, law enforcement records, employment records, or medical records.

Under FERPA, institutions must define what they consider Directory Information which is public information that if released outside the institution is not considered an invasion of privacy. The Federal law requires a written institutional policy complying with the Act be established and adopted procedures must be published. Our official publication is available for review in the University Policy Manual. The University can release Directory Information to requestors without consent from the student unless the student requests confidentiality.

Directory Information at The University of Toledo is

student name
local address
local phone number
email address
college and major field of study
full-time/part-time enrollment status
class rank
dates of attendance
degrees and awards received

NO OTHER INFORMATION CAN BE RELEASED WITHOUT WRITTEN CONSENT OF THE STUDENT.

Directory Information at The University of Toledo is student name; local address; local phone number; email address; college and major field of study; full-time/part-time enrollment status; class rank; dates of attendance; and degrees and awards received.



Directory Information can never include race; gender; social security number; grades; GPA; country of citizenship or religion. The University of Toledo must obtain prior written consent from the student to disclose information not defined as Directory Information.

If a student would like someone present (such as a parent, guardian, spouse, etc.) when discussing their educational records with a University official, they must complete a [FERPA Prior Consent Form for Meetings](http://registrar.utoledo.edu/FERPA) available at <http://registrar.utoledo.edu/FERPA>.

This form states that the student consents to the disclosure of their educational records, including personally identifiable information for the purpose of a specific discussion or review on a specific date.

When parents need information about their student, the Registrar's Office encourages them to simply talk to their child. Students may log into Student Self Service through the myUT portal and access information parents often request.

If you ever have a question about FERPA or concern about releasing student information, contact the Registrar's Office at 419.530.4836 or by e-mail to registrar@utoledo.edu

FERPA is not only a responsibility...it's the law.

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Course Syllabi Now Available Online

A new online function is available that allows faculty to upload their course syllabus and students to view the syllabus online.

Faculty use the **Faculty Self Service** from the **Home** tab after logging into the myUT portal. Once in the **Faculty Self Service** menu, select **Course Syllabus** under the **Faculty** section and follow the instructions. Most types of files can be uploaded (Word, Excel, PDF, etc.)

Students can view the course syllabus by using the **Student Self Service** from the **Home** tab after logging into the myUT portal. The syllabus for a given section can be viewed by clicking the section or section title on the detailed schedule or when using the **Course Search Engine** to search for courses.

Please note that the uploading of course syllabi is voluntary.

Tips on Avoiding FERPA Violations

By now you have probably heard about FERPA and student confidentiality as it relates to academic records. The following are some tips to avoid violating students' FERPA rights and to protect them against identity theft:

- Do not publicly post grades with student names or any part of the student ID or Social Security Numbers. This includes posting to a Web site, hallway, office door, etc.
- If it is absolutely necessary to post grades, only a random number or ID derived by the instructor that only the instructor and individual student knows should be used.
- If it is absolutely necessary to post grades, do not post in alphabetic order. This is especially important for classes with fewer students.
- A suggestion for grade notification from the AACRAO 2001 FERPA Guide states:

"Another method of notifying students of their final or other grades prior to official institutional notification is to have any interested students provide a self-addressed, stamped envelope to the instructor. The student writes the course and section on the front of the envelope. The instructor records the grade on the inside flap of the envelope, seals the envelope, and mails it to the student when grades have been determined."

- Mailing grades on postcards is a violation of FERPA because the grade is viewable by others during the mailing process.
- When emailing grades, there is not always a

guarantee that the person on the other end of the email address is who they say they are. So, use discretion.

- Use caution when storing documents, databases, or any other electronic files with student identifiable information on your personal computer. Laptops are prone to theft, so try to encrypt files containing student information or do not store them on a laptop at all.

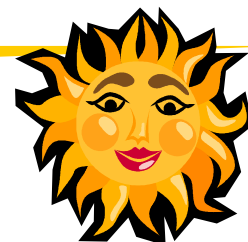
One suggestion is to use computer theft tracking and recovery software, like CompuTrace (<http://www.absolute.com>) or zTrace (<http://www.ztrace.com/>), especially on laptops. If you must store files containing student information on your personal computer or laptop, know exactly which students and what information is stored. This is necessary so proper notification can be given (see below).

It is important to note that The University of Toledo not only has an obligation to protect students' information, but to notify them when their FERPA rights are violated without their knowledge. For example, it was recently discovered that an instructor had improperly posted grades of 150 students on a public UT Web site. Notification had to be sent to each of those students explaining the situation and what to do if they discover they are now a victim of identity theft. A list of known incidents can be found at http://www.eitnetwork.utoledo.edu/Information_privacy.

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Summer may seem like a long way off, but registration for the summer term is just around the corner.

SUMMER REGISTRATION begins January 2 for all students.





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Office of the Registrar Staff News

Congratulations....We are Very Proud of You!!!

Congratulations to **Lorinda Bishop**, University Registrar, on receiving the Garland G. Parker Award at the annual meeting of the Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO) earlier this fall.

This award is in recognition of outstanding service to the profession at both the state and national levels. It is named after Garland G. Parker, Ph.D., a distinguished Registrar at the University of Cincinnati who served as the President of OACRAO in 1966 and as the President of AACRAO, the American Association of Collegiate Registrars and Admissions Officers, in 1976. This award was instituted in 1990 and is not awarded every year.

Lorinda is only the sixth recipient of this prestigious award.



Congratulations to **Jane Endriss**, Assistant Registrar, on her induction in the Golden Key Honour Society as an honorary member earlier this fall.

The Golden Key Honour Society recognizes and encourages academic achievement and excellence of college and university students from all disciplines. There are more than 8,000 honorary members who are elected by local chapters for their involvement in such areas as scholarships, leadership, and service.

CONGRATULATIONS, Lorinda and Jane!



Lorinda Bishop is surprised as she glances down at the plaque she received in November at the OACRAO Annual Meeting in Columbus, Ohio, as recipient of the 2005 Garland G. Parker Award.

The **Registrar's Rocket Reader** is published each semester by the Office of the Registrar at The University of Toledo. This newsletter is distributed to the campus community to inform them of important issues regarding registration, FERPA regulations, grade submission, student services, etc.

If you have any comments, questions, or suggestions for future issues, please contact Janine Losek in the Office of the Registrar at janine.losek@utoledo.edu.