

# **YOU control the release of your Directory Information as a student at The University of Toledo.**

Please read the information in this pamphlet to help you understand what your privacy rights are and what happens if you decide to restrict your Directory Information.

By default, your Directory Information is set for "No restriction."

If you decide to restrict your Directory Information, you must make that change either online through Student Self Service by logging into the portal at (<http://myut.utoledo.edu>) or in person at the Office of the Registrar (RH 1100).

# **Your Privacy Rights**

as a Student at  
The University of Toledo

**Student Self Service**  
through portal login at  
<http://myut.utoledo.edu>

## **FERPA...**

*It's the law!*

**Directory Information...**  
*It's your call!*

## **Office of the Registrar**

Rocket Hall, Room 1100  
Phone: 419.530.4844  
Fax: 419.530.4828  
E-mail: [registrar@utoledo.edu](mailto:registrar@utoledo.edu)  
Web: <http://registrar.utoledo.edu>



## What is Directory Information?

Directory Information is information that would not be an invasion of privacy if disclosed. The University of Toledo releases only Directory Information without the consent of the student:

- Student name
- Local address
- Local phone number
- College and major field of study
- Full- or part-time enrollment status
- Class rank
- E-mail address
- Dates of attendance
- Degrees and awards received

Directory Information at The University of Toledo is determined by the guidelines set by the Department of Education under the Family Educational Rights and Privacy Act (FERPA).

## What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal Law introduced to give students certain rights regarding the confidentiality of their educational records.

Our official publication for the policy of "Confidentiality of Student Records" is located in The University of Toledo Student Handbook.

## How do I control release of my Directory Information?

To set your Directory Information as confidential, log into the portal at:

<http://myut.utoledo.edu>

- Select **Student Self Service**
- Under **Student Info** click on **Directory Release Info**
- Click on **View/Update Directory Information**
- Select **"Do not release outside the University"**
- Click on the button **"Update Directory Information Release Status"**

You will receive a message that your files have been updated successfully. This will immediately flag your information as confidential.

The system defaults the initial setting for all students' Directory Information to "No restriction."

If you prefer, you may also visit the Office of the Registrar in Rocket Hall, Room 1100, to set your Directory Information.

To prevent your information from publication in the Student eDirectory, your Directory Information setting must be "Do not release outside the University." You may request restriction from publication at any time throughout the semester, which updates in an overnight system process. Any changes made to your Directory information are reflected in the Student eDirectory the following day.

## What happens if I restrict my Directory Information?

Restricting release of Directory Information ensures confidentiality of your educational records. But please keep in mind that if you decide to **restrict** your Directory Information, any requests for such items as enrollment verifications, degree verifications, honors and awards received, etc. **will not be released without your written permission.**

For example, if you restrict your Directory Information, your health insurance company could not obtain your enrollment information nor could your local newspaper be notified that you made the Dean's List without your written permission. Information could not be released to a prospective employer without your written permission.

For your protection, if you restrict your Directory Information, we will not discuss anything with anyone by telephone.

Be aware that the Directory Information setting is "all or nothing." If you restrict your Directory Information, **NO** information will be released outside the University without your written permission. **This is a very important aspect of this process to understand.**

## Still Confused?

If you have further questions, please do not hesitate to contact the Office of the Registrar.

E-mail: [registrar@utoledo.edu](mailto:registrar@utoledo.edu)  
Phone: 419.530.4844  
Office: Rocket Hall, Room 1100