

## 1. Introduction to UCSC

### Student Records

- Academic Records at UCSC
- Privacy of Records
- Request for Nonrelease of Public Information

### Office of the Registrar

190 Hahn Student Services  
(831) 459-4412

## Student Records

### Academic Records at UCSC

The Office of the Registrar updates your official academic record each quarter. Instructors are responsible for correcting procedural or clerical grading/evaluation errors. Students are responsible for maintaining a file of their own academic records and notifying the Office of the Registrar immediately in person if there is any problem.

In order to keep informed about your academic record, the following important information should be tracked throughout your UCSC career.

- Enrollments
- Grade notations
- Credit earned for the quarter just completed and cumulative earned credits
- UCSC GPA, and UC GPA, if applicable
- Performance Evaluations for courses taken at UCSC

Carefully review and/or confirm your enrollments via [MyUCSC](#). You are responsible for verifying that your enrollments and requests for letter grades or Pass/No Pass are correct. Errors regarding final grades and evaluations are the student's responsibility to resolve. See [Grades](#) on page 58 for more information on grade notations. Access to your performance evaluations is also available via [MyUCSC](#).

If a general review of your academic record is necessary, go to your college office. For specific inquiries, go to the Office of the Registrar during normal business hours or call 459-4412.

### Privacy of Records

The university maintains various types of records pertaining to students. Some are maintained for academic purposes; others, such as medical, financial aid, and employment records, are maintained for other specific purposes which may or may not be related to one's status as a student.

The disclosure of information from student records is largely governed by state and federal laws which have been incorporated into the *University of California Policies Applying to Disclosure of Student Records*. The purpose of these policies is to provide reasonable interpretations of the law and to protect your right of privacy.

In accordance with the federal Family Educational Rights and Privacy Act of 1974 as amended, university policies provide you with the following general rights:

- to inspect and review records pertaining to you in your capacity as a student;
- to have withheld from disclosure, without your prior written consent for release, personally identifiable information from your student records, with certain limited exceptions provided for in the law;
- to inspect records maintained by the campus of any disclosures outside the campus of personally identifiable information from your student records;
- to seek correction of your student records through a request to amend the records or a request for a hearing;
- to file complaints with the U.S. Department of Education regarding alleged violations of the rights accorded you by federal law.

Questions about your rights may be directed to the Registrar, 190 Hahn Student Services, 459-4412. The full text of the *University of California Policies Applying to the Disclosure of Information from Student Records* is available online at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc130.html>. Students may review their records by submitting a request in writing to the custodian of the record in the appropriate office.

### Public Information and Request for Nonrelease

University policy, consistent with the Family Educational Rights and Privacy Act of 1974 as amended, permits disclosure of certain categories of public information.

At UCSC the following information is considered to be a matter of public information and will be disclosed unless the student has requested that it be withheld:

- student's name;
- mailing address;
- e-mail address;
- local telephone number;
- college and major field of study;
- dates of attendance;

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- class level;
- degrees and honors received;
- number of credits currently enrolled;
- name, weight, and height of participants on intercollegiate athletic teams.

To have this information withheld from release, go to the Student Center on MyUCSC and select Privacy Settings from the drop down list in the Personal Information section. Be sure that you understand the implications of requesting a Nonrelease of Information. Every single item listed above will be withheld from public release. Once a Request for Nonrelease of Public Information is filed, it remains in effect until you rescind it via MyUCSC. Students who have requested a Nonrelease of Information have the option to release their information to be printed on commencement programs and honors lists. This release can be authorized on MyUCSC in the Privacy Settings section referred to above.

Students who do not wish to file a Request for Nonrelease of Public Information may request that their information not be published in the campus directory. This can be done on MyUCSC in the Privacy Settings section referred to above.

If you have any questions about the implications of the Nonrelease of Public Information, contact the Office of the Registrar, 190 Hahn Student Services, 459-4412.