

## Information for Faculty from Enrollment Services

**Academic Calendar & Catalog:** Please refer to the Academic Calendar for important dates and deadlines. The College Catalog contains additional important information, including graduation requirements for various degrees, academic sanctions, course prerequisites, and course repeat rules.

**Class Rosters & Student Attendance:** The class roster process is included in the Faculty Handbook. Preliminary and Official class rosters are not distributed from Enrollment Services. Faculty access the rosters through Canvas or Self-Service Banner (SSB), as directed by their vice president. The faculty member should ensure that any inconsistencies between the rosters and the students in the class be rectified. Revised Class Rosters will be provided from Enrollment Services. **If a student has never attended**, the name should be circled. The roster should be signed by the instructor and returned to the appropriate office, as designated by their vice president, by the designated due date. These rosters will be sent by the appropriate office to Enrollment Services and the students circled as never attending will be dropped. The revised rosters must be processed before financial aid can feed to the students' accounts.

It is important to accurately report students who have never attended. Ramifications include: students being refunded fees that must be repaid; financial aid may be over-awarded and the college, the student, or both, might be required to repay those funds. Corrections must be submitted from the faculty member to the vice president. Upon approval, the vice president will notify Enrollment Services. It is only upon authorization from the vice president that any action will be taken by Enrollment Services.

Banner feeds to Canvas on a regular basis, but is not immediate. Therefore, SSB is the most accurate enrollment information. If a student is dropped in error and has to be reinstated, they will not have access to Canvas until that feed has taken place.

**Grades:** *All final grades are entered into MyFGC (Self Service Banner).* It is crucial that grades be entered into Banner by the designated deadlines. Other offices have processes that must take place after grades are awarded. The impact of late grades includes unnecessary telephone calls, delayed financial aid, delayed graduation and delayed transcripts. A student's last date of attendance should be provided for assigned "T", "F", or "U" grades. These are audit issues and also impact financial aid. **Enrollment Services is not involved with any phase of Canvas. If you have any problems with Canvas, please contact the Technology Helpdesk at ext. 4408.**

**Registration & other forms:** Please ensure that all forms that you sign to be submitted to Enrollment Services are filled out completely, accurately, and legibly. Anything requiring additional signatures, including the vice president, should have that approval before being sent to Enrollment Services.

**My FGC (Self-Service Banner) for Faculty:** See Banner tutorials on the Enrollment Services web page for more information about accessing class rosters, entering grades, or accessing student information.

**FERPA:** Federal Family Educational Rights and Privacy Act - Once a student is enrolled as a postsecondary student, the rights belong to the student and the parent longer has the right to the academic information. This includes dual enrollment students. Directory information may be released without the student's written consent, unless the student has directed that no information be released. All inquiries for information should be directed to Enrollment Services because students can request a restriction on the release of directory information. Enrollment Services is the custodian for any

written consent for release of information. Do not provide non-directory information in letters of recommendation without signed, written consent of the student. Law enforcement officials looking for students should be directed to Jennifer Price, Vice President of Enrollment Services and Lifelong Learning. Detailed FERPA information is in the College Catalog.

### **FERPA – Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment)**

Information related to student records is confidential and is to be used for Florida Gateway College purposes only. The Family Educational Rights and Privacy Act (FERPA) regulates the use and disclosure of this information. Detailed information relating to FERPA is in the college catalog.

Information covered by FERPA includes information in the Banner student system. As such, it is to be used for carrying out work responsibilities only and must not be released to third parties or used for any other purpose. Requests for information regarding student directory information or other student information should be referred to Enrollment Services. Any violation of these policies will result in access denial or removal of access.

FGC has implemented a FERPA Certification for all employees to confirm that they will abide by FERPA regulations and the policies of the college relating to student records and information. This is maintained by Human Resources.

#### **FERPA Summary**

- Once a student is enrolled as a postsecondary student, the rights belong to the student and the parent no longer has the right to the academic information. This includes dual enrollment students.
- Student educational records are considered confidential and may not be released without the written consent of the student, except by provisions outlined in law (exceptions are handled by the Registrar).
- As a faculty or staff member, you have a responsibility to protect educational records in your possession. This may include a document in Enrollment Services, a computer printout, a class list, or a computer display screen, among others.
- Some information is considered public (sometimes called “directory information”). This information can be released without the student’s written permission. However, the student may opt to consider this information confidential and direct that it not be released. All inquiries for information should be directed to Enrollment Services. Enrollment Services is the custodian for any written consent or authorization from the student related to release of information.
- FGC has identified Directory Information in Procedure 9-34. See the FERPA section of the catalog for a list of directory information and more details about FERPA.
- Do not provide non-directory information in letters of recommendation without signed, written consent of the student.
- You have access to information only for legitimate “educational” use in completion of your responsibilities as a college employee. Information cannot be used for any other purpose.
- Law enforcement officials looking for students should be directed to Jennifer Price, Vice President of Enrollment Services and Lifelong Learning.
- Detailed FERPA information is in the College Catalog
- If you are ever in doubt, do not release any information until you contact Enrollment Services at 386-754-4291 or [gayle.hunter@fgc.edu](mailto:gayle.hunter@fgc.edu). Enrollment Services is responsible for student record information.

#### **Important Points to Remember**

1. Check to see if a student's information is flagged as confidential before releasing **any** information, including directory information. It is better for requests for information to be forwarded to Enrollment Services
2. Any papers with student information on them, even if it is just a social security number with no name, must be shredded or burned for disposal, not thrown into the trash.
3. Passwords and PINs to access the student database or Self Service Banner must not be shared with anyone.
4. Students, even student workers, are not allowed access to the student database.
5. Sign off of the student database whenever you leave your computer unattended.
6. Parents are only entitled to directory information, unless proof of dependency or a signed release from the student is received by Enrollment Services.
7. Access to the database or Self Service Banner does **not** authorize unrestricted use of student data. Records should only be accessed when needed in the context of official business.