



Office of the Registrar

Home > SHSU Office of the Registrar > F.E.R.P.A

FERPA - FACULTY/STAFF MEMBER RESPONSIBILITIES

As an employee of Sam Houston State University, you may have access to Student Records. Their confidentiality, use, and release are governed by FERPA. Your utilization of this information is governed by the regulations and the duties and responsibilities of your employment and position.

Your job places you in a position of trust and you are an integral part in ensuring that student information is handled properly. Students have the right to expect that their academic records are being treated with care and respect.

In general, all student information must be treated as confidential. Even public or "directory" information is subject to restriction on an individual basis. Unless your job involves the release of information and you have been trained in that function, any requests for disclosure of information, especially from outside the University, should be referred to the Registrar's Office. Release of information contained on a student's transcript without the written consent of the person identified on the document is in violation of Sec. 438 Public law 90-247.

As university employees, you have an individual computer account, password, and PIN. You are responsible for your account and will be held accountable for any improper use. Protection of your sign-on password and procedure is critical for security. Refer to the [Acceptable Use Policy](#) for further details.

HOME

ACADEMIC RECORDS

ENROLLMENT VERIFICATION

TRANSCRIPTS

DEGREE INFORMATION

APPLICATION FOR DEGREE

BANNER MAJOR/MINOR CODES

DESTINATION GRADUATION

FORMS

FREQUENTLY ASKED QUESTIONS

PEACE OFFICER & FIREFIGHTERS
EXEMPTION

PRESIDENT'S & DEAN'S LISTS



REGISTRAR'S CALENDAR

REGISTRATION

REGISTRATION INFORMATION

SPRING 2014 ADVANCE
REGISTRATION SCHEDULE

FINAL EXAM SCHEDULE

HOW TO REGISTER

ACADEMIC CALENDAR

COURSE CATALOG

SCHEDULE OF CLASSES

ONLINE COURSE INFORMATION

DEGREE WORKS

FAMILY EDUCATIONAL RIGHTS
AND PRIVACY ACT

TEXAS SUCCESS INITIATIVE
(TSI)

STAFF

VRC STAFF

VETERANS RESOURCE CENTER

Important Dates

November 1: Advance registration for spring 2014 opens.

November 26: Last day for students to drop a science lab.

December 6: Last day for students to drop a lecture with a Q and last day for students to resign.

December 9: Finals begin.

December 13-14: Commencement at Bernard G. Johnson Coliseum.

December 16: Final grades are due by noon.

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- [Campus Events](#)



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