

Student Administration (SA) Academic Functionality Request Form

All Academic and personal student information available in myUMBC is governed by UMBC's Policy on Disclosure of Records (see <http://www.umbc.edu/registrar/DisclosureofRecords.html>) and the Family Education Rights and Policy Act (FERPA). By submitting this request, I certify that I have read and understand these regulations and procedures and will act accordingly. Note: Access to academic and personal student information requires departmental approval.

Part I: Employee Information

First Name: _____ Last Name: _____
Email Address: _____ Phone Number: _____ Campus ID: _____
Title: _____ Department: _____ Dept. Code: _____

Part II: Requested Student Administration (SA) Role – (Select One of the Below)

Instructor - allows the user to view their own teaching schedule and rosters but they cannot view transfer credit reports, degree audits, student schedules, or transcripts

Faculty - allows the user to view their own teaching schedule and rosters, give class permissions and advising authorizations and also view transfer credit reports, degree audits, student schedules and transcripts

Staff Advisor – allows the user to give advising authorizations and class permissions, view transfer credit reports, degree audits and student schedules and transcripts

Department Administrator – allows the user all of the same access as a faculty member but also includes the ability to view any class roster for the org to which they are tied

Scheduling Coordinator – allows the user to build a Schedule of Classes and to have administrative view of schedule of classes and catalog in SA

Part III: Location of Work - (Select all that Apply)

Main UMBC Campus _____ Off-Site _____ Shady Grove _____

Part IV: Academic Level - (Select all that Apply)

Undergraduate _____ Graduate _____ Continuing Education _____

Part V: Academic Org - (Select all that Apply)

Admin and Managerial Sciences	Africana Studies	Aging Studies	Ancient Studies
Biological Sciences	Chemical, Biochemical, & Environmental Engineering	Chemistry and Biochemistry	College of Engineering & Info Tech
College of Human & Social Science	College of Natural & Mathematical Science	Computer Science & Electrical Engineering	Dance
Continuing & Professional Studies	Economics	Education	Emergency Health Services
English Language Center	English	Erickson School of Aging Studies	Geography & Environmental Sys
Gerontology	Health Administration & Policy	History	Honors College
Interdisciplinary Studies	Information Systems	Judaic Studies	Learning Resource Center
Language, Literacy and Culture	Mathematics & Statistics	Mechanical Engineering	Media & Communication Studies
Modern Languages & Linguistics	Music	Philosophy	Physical Education
Physics	Political Science	Psychology	Public Policy
Religious Studies	School of Social Work (SCHSOWK)	Shriver Center	Social Work (SOCIALWORK)
Sociology and Anthropology	School of Social Work (SSOWK)	Theatre	UMBC – All Orgs
Visual Arts	Gender and Women's Studies		

Part VI: Description of Educational Need

This section must be completed if (1) you are requesting access to student data, and (2) the title of the role you are requesting differs from your job title (for example, if you are requesting the "Staff Advisor" role and you are not an academic advisor).

Part VII: Agreement

I understand that all academic and personal student information available in Student Administration (SA) is governed by the Family Education Rights and Privacy Act (FERPA) and UMBC's policy on disclosure of records (www.umbc.edu/registrar/DisclosureofRecords.html). I certify that I have read and understand these regulations and procedures and will act accordingly.

_____ Requestor (Self)	_____ Signature	_____ Date
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Part VIII: Approval

All employees must have this form signed by the following:

_____ Dept.Chair/Director Name	_____ Signature	_____ Date
Steven Smith _____ Registrar	_____ Signature	_____ Date