

- 1) After login to the My.hofstra.edu portal, click the Hamburger icon



and select

Faculty Services

- 2) Under the Student Advisement category select FERPA

General

Student Advisement Information

Student Advisement Information

- ID Selection
- Academic Transcript
- Address and Phones
- Advisor-Advisee List
- Alternate Pin
- DARS-Run a Degree Audit
- DARS-View a Degree Audit
- Detailed Class Information
- E-mail Address
- FERPA Release**
- Student Summary and Registration Status

- 3) You will be prompted to select a semester

Select a Term: Spring Semester 2011

Submit

RELEASE: 8.1

- 4) If you have not already chosen a student, you will be prompted to do so by entering an ID or first/last name or partial name using % for all.

Student Services | Financial Aid Services | Faculty Services | Employee Services | Alur

ID Selection

Home > Faculty Services > Student Menu > ID Selection

You may enter:

- The ID of the Student or Advisee you want to process, OR
- Search by Partial Names (Last or First name, % for all) and Search type, (Search types :Students - in your class, Advisees - explicitly assigned on Banner form SGAAVDR, Both - a combination of both, All - active students for selected term.)

Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students ☐ Advisees ☐ Both ☒ All

Submit Reset

- 5) Select the Student from the drop down menu and click submit.

You may be asked to verify the student's name and click Submit again.

Select the student you wish to assist and click Submit Name.

Student or Advisee: Name, ID 00753251

Submit

- 6) Check the LIMITED PURPOSE field for any waiver qualifications

HOFSTRA UNIVERSITY
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
STUDENT RELEASE

Family Educational Rights and Privacy Act (FERPA) is a federal law which sets forth requirements regarding the privacy of student records. Complete information regarding FERPA can be found at: <http://www.ed.gov/policy/gen/guid/fpco/index.html>
Students have waived their rights under the Family Educational Rights and Privacy Act of 1974 and authorize Hofstra University to discuss and/or disclose education records to the following individuals:

VERIFY the persons identity using the challenge question and answer.

Please also check the "Comments Section" of the student's transcript to determine if there may be a hard copy FERPA release on file.

ACTIVE Users who have been authorized by Student: **Name of Student**

Name of Authorized Person:	Name of Authorized Person	Relationship to Student
Limited Purpose:		Son
Challenge Question:	What was your favorite stuffed animal when you were three?	
Challenge Response:	Garfield	

ID Selection ■ Term Selection

RELEASE: 8.1 SITE MAP

- 7) Have the user respond to the challenge question before disclosing any information.

IMPORTANT: Check transcript remarks for FERPA release info for all students enrolled before summer 2006.

Complete information about FERPA is available at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>



To return to the Faculty Services menu, click the Hamburger icon



and select

Faculty Services