Setting Your FERPA Restrictions

To restrict the release of your directory/public information, you must complete and submit the FERPA Directory Restriction form located on your Student Center.

1. Click the drop-down menu in the Student Center **Personal Information** section.
2. Select **FERPA Directory Restrictions** from the drop-down menu.
3. Click the **Go** icon to open the form.

4. Click the **Edit FERPA/Directory Restrictions** link.

**NOTE:** If restrictions have been placed in a previous session, they will appear here.
5. Click the + (plus sign) icon to activate the **Field Restrictions** check boxes.

6. Check the boxes next to the corresponding information you wish to have withheld.

7. Click **Save** to record your preference. This information is now considered confidential.