

Family Educational Rights & Privacy Act of 1974 (FERPA)

Maintaining confidentiality of student records is everyone's responsibility whether you are faculty, staff or student.

The information contained within the Student Information System and Web for Faculty is protected by FERPA which prohibits disclosure without proper consent. As University employees, we are given access to student records on a need to know basis to assist us in performing our respective responsibilities as administrators, faculty, advisors, and staff. Individually and collectively we all are required to accept responsibility for protecting the confidentiality of student records.

Only **directory information**, which at Clarion University, is **defined as student name, age, local and permanent addresses and telephone numbers, University e-mail address, dates of attendance, enrollment status, any honors and awards received, the most recent education agency or institution attended, participation in officially recognized activities and sports, degrees/majors along with dates conferred** may be disclosed without consent UNLESS the student has requested during the first five days of the semester that directory information also be withheld. The records of students who have made such requests are noted in SIS and messages appear to alert system users not to release even directory information.

Students 18 years of age and older or who begin attending a post secondary institution regardless of age are considered independent of their parents relative to FERPA. Students are asked to submit a Release of Information Form upon enrolling which enables parents to request, in writing, non-directory type information.

CLARION UNIVERSITY OF PA

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New Faculty Workshop

Web for Faculty

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Web for Faculty

Web for Faculty (WFF) is a web based service that interfaces with the University's administrative student information system to provide faculty the ability to access information such as class lists, teaching schedule, availability of classes, undergraduate and graduate catalogs and grade rosters. Advisee related information such as students' schedules, unofficial transcripts, transfer credit, degree audit, addresses/telephone numbers/e-mail as well as active holds are also available through WFF.

Web for Faculty is a secure site that is available 7 days a week from 8:30 am until 11:00 pm from your office, home or any remote site with internet access.

Look under 'Faculty Resources' on the Registrar's webpage to find information on:

- How to submit attendance records online
- How to remove an advisor hold
- How to print class lists
- How to read and access the degree audit

Many forms used in the Registrar's Office can be accessed through the registrar's webpage under the 'forms' tab.

www.clarion.edu/registrar

NAVIGATING WEB FOR FACULTY

Accessing Web for Faculty

- Login to the [iClarion portal](#) by entering your user name and password
- On the toolbar click on 'School Services'
- Click on the link for 'Web for Faculty'
- Click on the link for 'Faculty'

Important note: Everyone is responsible for protecting the confidentiality of his or her password. Please **do not** write this information on these instructions and **never** give your password to anyone else.

Avoid double clicking and using the back arrow key in Web for Faculty.

Highlight Faculty to get information on:

- Faculty teaching schedule
- Class list
- Grade courses
- Record attendance

Highlight Courses to do a course section search

- Select term and click submit
- Enter course search criteria
- Click submit

Highlight Advisor to obtain information on your advisees

1. Select my advisees
2. Select term
3. Select a student by clicking on the radio button to the left of the student's name.
4. Click "continue" at the bottom of the window.
5. Highlight Advisor and select from the following options:
 - Advisee list
 - Advise by student ID or name (find a student who is not listed as your advisee. Enter the student ID number)
 - Contact a student (address and email)
 - Degree audit
 - Holds
 - Registration status (holds, academic standing, classification, credits hours earned)
 - Student schedule
 - Transfer credit
 - Unofficial transcript