
OFFICE OF THE REGISTRAR

NEWS & UPDATES

December 2006

Family Educational Rights and Privacy Act (FERPA)

Overview

The purpose of FERPA is to protect the privacy of students and restricts the student information we may give out to any individual. Only directory information may be released without consent unless the student has specifically requested that this information should also be kept private. Directory information refers to a student's name, addresses, telephone numbers, university e-mail address, dates of registered attendance, nature of degrees granted and the date conferred. If a student has chosen not to allow the release of directory information, a message will appear in SIS before viewing any of the student's record. This can also be viewed in Web for Faculty.

Posting Grades

It is permissible for faculty to post grades provided no personally identifiable information is used to associate grades with specific students. These grades must be posted in a random order and should not include any portion of a student's social security number.

More information on FERPA can be found at:

<http://www.clarion.edu/registrar/ferpa1.shtml>

DATES TO REMEMBER	
<i>Dec 11- Dec 15</i>	Fall Final Exams Schedule posted at: www.clarion.edu/registrar
<i>Dec 16</i>	Winter Commencement at 2:00pm
<i>Dec 18</i>	Winter Intersession Begins
<i>Dec 21</i>	Fall grades due by 12:00 Noon
<i>Jan 8</i>	Winter Intersession Final Exams
<i>Jan 11</i>	Winter Intersession grades due by 12:00 Noon
<i>Jan 16</i>	Spring Semester begins

Using the iClarion Portal

<http://iclarion.clarion.edu>

Students should use the iClarion Portal to access Web for Students. Once logged into the Portal, students have access in Web for Students to their student schedule, degree audit, grades and unofficial transcript. Students can also check their registration status, holds, update their personal information and drop and add classes. Course searches are also available.

A guide to using the iClarion Portal can be found at:

http://www.clarion.edu/registrar/pdfs/Brochure_Student.pdf

Grading

Grades for the Fall semester can be submitted online through your iClarion Portal account. After grades are entered and verified, check the messages to make sure all grades are recorded properly and that all students are graded.

Instructions on web grading will be sent with your grade rosters. Grades are due at Noon on Thursday, December 21. If you need assistance, please contact the Registrar's Office at 814-393-2210.

Applying for Graduation

Effective with the Fall 2006 semester, the graduation fee will be assessed on student bills based on reaching a specific cumulative credit hour total depending on their program. Students no longer have to go to the Accounts Receivable Office to pick up their graduation application. Students will be able to access their graduation application online.

Students should apply for graduation during the registration period the semester before they intend to graduate. Applications for Graduation for the Spring Semester will be due in the Registrar's Office by March 5.

Graduation Applications are available online at:

http://www.clarion.edu/registrar/grad_app.shtml