




How do I? Know if a Student has a FERPA Restriction

Version 9.0

1. **Sign in to WINS.**
2. **Click on Self Service,**
3. **Click on Advisor Center.**
4. **Click on View My Advisees**
5. **Click on View Student Details or**

VIEW DATA FOR OTHER STUDENTS

, located at the bottom of page.

6. If a student has requested to not have any of his or her directory information disclosed, a blue window shade  would appear at the top of the page.

Things to Remember

- ▶ **WHEN IN DOUBT**, err on the side of caution and do NOT release student educational information. Contact the Registrar's Office for guidance.
- ▶ UW-Whitewater's FERPA Policy and additional information can be found at -
<http://www.uww.edu/registrar/ferpa/>
- ▶ If you wish to search for another student's information, from the Student Center page, **click** on **Return to Search** at the bottom of the page.
- ▶ To view information for another Advisee **Click** on **View My Advisees** located in the menu on the left.