in locked drawers or cabinets when not being used. Records being used must be returned to locked storage areas overnight. Central filing systems must be secured behind locked doors when they are not attended.

Printed records must be shredded prior to recycling. Copies of records stored on electronic media, such as computer hard drives, CD-ROM, or diskette must be permanently deleted from these media before the media is disposed of. If this is not possible the media itself should be destroyed and made unusable prior to its disposal.

**Definition of Terms**

**Student** – An individual for whom the educational institution maintains records. The term refers to a person who is or has been enrolled in academic credit courses at the University. “Student” does not include an individual who is or has been enrolled in non-credit, Continual Learning programs.

**Enrolled Student** – For the purpose of this document, this term refers to a student who has satisfied all the institutions requirements for attendance in course offered for academic credit at the institution and is statistically represented in federal, state and/or local reports maintained by the educational institution.

**Education Records (Academic Records)** – Any records maintained by the University and employees/agents of the University which contain personally identifiable information directly related to a student record, and used herein, includes any information or data recorded in any medium, including but not limited to handwriting, print, magnetic tapes and disks, film, microfilm and microfiche.

**Student Records** – Any information or data collected, recorded, or maintained in any medium (e.g., handwriting, print, tapes, films, files, microfilm, microfiche, and any other form of electronic data storage).

**Directory Information** – Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Items that can never be identified as directory information are a student’s social security number, citizenship, gender, religious preference, grades and GPA.

**Personally Identifiable Information** – Data or information which includes:

- The name of the student, the student's parents, or other family members;
- The student's addresses;
- A personal identifier such as a social security number or any generated student number;
- A list of personal characteristics or other information that would allow the student’s identity to be traced.

**School Officials (University Officials)** – Those members of an institution who act in the student’s educational interest within the limitations of their “need to know.” Officials may include faculty, administration, clerical, and professional employees and other persons, including student employees or agents, who manage student education record information.

The University has also defined a school official to be any person currently serving as:

- A member of the Florida Department of Education (FLDOE);
- Under contract to the FLDOE of FGCU in any faculty or staff position;
- As a temporary substitute for a staff member or faculty member at FAMU for the period of his/her performance as a substitute member; and
- A member of the FLDOE or under contract to the University to perform a special administrative task. Such persons shall be considered to be school officials for the period of their performance as an employee or contractor.

**Student Right to Know Act**

To protect the rights of college students, the federal government has passed "The Student Right to Know Act." A prospective or continuing student at Florida A&M University has the right to certain information the university is required to provide by law. The following is a list of departments that maintain data as mandated by the federal government in order to be in compliance with the Crime Awareness and Campus Security Act of 1990 and the Higher Education Amendments of 1992 and 1998. The information on the sites is also contained elsewhere in this publication. Please visit the university website (WWW.FAMU.EDU), or departments for more information.

**Registration**

FAMU registration policies and procedures, including final examination schedules are published on the University website.

**Registration Dates** - Dates are listed in the university calendar section of this catalog. Students are responsible for complying with all regulations governing registration, change-of-schedules (drop/add), tuition payment, and other requirements described either in this bulletin or advised by the administration otherwise. Every registrant must arrange a class schedule with a faculty adviser at the time and place designated.

**Web Registration** - Degree seeking students are encouraged to take advantage of the university’s web registration system via OurFAMU. Students are able to register for classes from home or anywhere in the world. Students may consult the schedule of class booklet and the website at www.famu.edu for detailed instructions.

**Non-Degree Registration** - An individual interested in taking course(s) but not working toward a degree may register as a special non-degree seeking student, provided he or she has not been denied admission to the university. The special student is required to follow the regular registration procedures and pay the same fees as other students. In addition, a Special Student Registration form must be completed and submitted before or at the time of registration. Special undergraduate students are limited to earning 30 credit hours, and special graduate students are limited to earning 12 credit hours. Registration is on a space available basis.

It should be remembered that credits earned by non-degree students are not to be considered degree credits. In order to receive degree credits, the student must submit an application for admission, and the required $20.00 fee and qualify for admissions to a degree program. To qualify, all special students registering for undergraduate courses must have graduated from a high school or received a G.E.D. Exceptions will be considered on an individual basis.

**Community College Dual Enrollment Registration** - The student must obtain approval from the designated representatives of the institution. Community College students must have degree seeking status at the Community College and possess at least a 2.00 grade point average. The student will be expected to follow prescribed registration procedures in the Special Student Registration section of the Schedule of Classes booklet.

**Leon County High School Students Dual Enrollment Registration** - To receive dual enrollment credit, students must adhere to the rules and regulations of the Leon County School Board, the Board of Governors, and the Florida Legislature. The student must be currently enrolled in a secondary school operated by the Leon County School Board. The student must also possess a grade point average of 3.2 or better, certified by a high school counselor, and classified as a high school junior or senior. Students will be enrolled at no cost to either the student or to the district. The University shall waive application, matriculation and/or tuition fees for students admitted to either dual enrollment or early admissions. To remain eligible, the student must obtain a 2.0 grade point average in university coursework. Students in Leon County public high schools interested in dual enrollment course work should consult their guidance counselor for further information.