



**White
Mountains**
Community College

Registrar's Office
2020 Riverside Drive
Berlin, NH 03570
Fax: (603) 752-6335

**FERPA DIRECTORY INFORMATION OPT-OUT
FORM**

INSTRUCTIONS

1. Complete ALL information below.
2. Return completed form to the Registrar's Office

PLEASE PRINT – Complete all information requested below

NAME:	STUDENT ID:	A								
MAILING ADDRESS		PHONE NUMBERS								
Street or PO Box:		Primary Phone:								
City, State, Zip:		Cell Phone:								

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires White Mountains Community College, with certain exceptions, to obtain your written consent prior to disclosure of personally identifiable information from your education records. However, WMCC may disclose the following basic “directory information” that is generally not considered harmful or an invasion of privacy without your consent:

- Name
- Address
- Email Address (CCSNH account)
- Telephone Number
- Major Field(s) of Study
- Dates of Attendance
- Enrollment Status
- Degrees, Honors, and/or Awards
- Most recent educational institution attended

If you do not want your information disclosed without your consent, you may choose to opt-out by signing below.

Some of the effect of your decision to request confidential status:

- If you restrict the release of directory information, your name will not appear on the President's/Vice President's List or Graduation Honors List released to newspapers.
- Information that you are here as a student will be suppressed, so that if a **Loan Company, Prospective Employer, etc.**, inquire about you, the request for information will be denied.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

Student Signature: _____ **Date:** _____

The Community College System of New Hampshire (CCSNH) uses electronic signatures and records in place of traditional ones whenever possible. You will conduct business electronically with CCSNH using a computer with a supported operating system and browser, sufficient electronic storage capacity, a printer, and your official CCSNH email account. By logging in CCSNH systems, including but not limited to Banner, SIS and Canvas, you are opting to conduct electronic transactions with the Community College System and consenting to receive written notices electronically, including those involving financial obligations, and you are acknowledging that CCSNH can use electronic mechanisms alone to convey critical information related to your admission, financial aid, payment plan, student account, transcript information, registration, and other activities and accounts you may under-take or have as a student at CCSNH. You have a right to request a paper copy of an electronic record. You may withdraw your consent at any time by contacting Student Services. If you decide to withdraw your consent, however, you may be prevented from registering for classes.

FOR REGISTRAR USE ONLY	
PROCESSED BY:	DATE: