

2606-External Requests for Student Directory and Graduate Mailing Lists

A Student Directory is a list of currently enrolled students who have approved public release of their directory information and is available four (4) weeks after the beginning of the semester.

A Student Graduate list recognizes students awarded with an Associate degree and/or Certificate and is available five (5) weeks after the close of each semester.

- All written or electronic requests must go through the Registrar
- The Registrar will maintain a record of requests
- Lists are provided for one time use only; additional uses require additional requests
- A written or electronic and signed assurance of use will be required and kept on file
- No one less than 18 years of age can be included on lists
- Lists will be provided to the military branches as per federal law
- Lists will be provided to accredited educational institutions solely for the purpose of sharing educational opportunities
- Lists will be provided to employers solely for the purpose of sharing employment opportunities
- Lists are not provided to companies that intend to use or sell for commercial purposes.

Student Directory list will include the following student data:

- Student Name
- Student Address
- Student Phone Number
- Date of Birth
- Program of Study
- Barton Email

Student Graduate List will include the following student data:

- Student Name
- Student Address
- Student Phone Number
- Degree Awarded
- Program of Study
- Barton Email

Contact(s): Registrar

Related Form(s)

References

Relevant Policy or Procedure(s): Policy 1605 – Student Privacy Rights

Approved by: President

Date: 9/28/15

Revision(s):