

West Virginia University
FACULTY & ADVISOR ROLE UPDATE FORM
Submit form by email to registrar@[mail.wvu.edu](mailto:registrar@mail.wvu.edu) or fax to 304-293-8991

To facilitate compliance with the Family Educational Rights and Privacy Act (FERPA), West Virginia University allows university officials to access student information in STAR and Degree Works based on the official's role at the institution. In order to gain access to electronic student records, a university official must have "a legitimate educational interest," defined as needing "to review an educational record in order to fulfill his or her professional responsibilities for the University." (<http://ferpa.wvu.edu>)

This form is used to request an employee's access to electronic student records. Employees in an instructor role may be assigned as the instructor of record on courses and have access to pertinent course information. Employees in an advisor role will be given access to STAR and Degree Works. This form should also be submitted to remove access to electronic student records when an employee's role is terminated or changes. All information on the form must be completed, match what was reported to Human Resources, and be approved by the appropriate Assistant/Associate Academic Dean or Vice President in order for access to be granted.

To review what role a person is assigned already, go to the SIAINST form in STAR INB. On the form, enter the individual's ID number or name and the current term. Perform a next block function (Ctrl. Page Down) and review the status of the individual.

WVU ID Number

Last Name

First Name

Middle Name

Title

____ - ____ - ____
Date of Birth (*Day, Month, Year: 08-AUG-2013*)

Effective Term: (e.g. Fall 2014 = 201408)

Status: Activate Inactivate **Gender:** Male Female

Role: Instructor Advisor Instructor & Advisor

Campus: WVU Potomac State WVU Tech

College Code: (e.g. 14) _____ **Department Code:** (e.g. ENGL) _____

Supervisor (Name & Title): _____

Assistant/Associate Dean/Vice President Name: _____

Assistant/Associate Dean/Vice President's Approval (Signature)

Date

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Effective Term:

Year + term indicator:

- 01 – Spring
- 05 – Summer
- 08 – Fall

e.g. Fall 2014 = 201408

College Codes:

00	No College Designated
02	University Libraries
07	Davis College of Agriculture, Natural Resources & Design
14	Eberly College of Arts and Sciences
21	Business and Economics
25	Creative Arts
30	Statler College of Engineering & Mineral Resources
41	University College
42	Academic Affairs/Provost's Office
45	Education and Human Services
49	Reed College of Media
68	Physical Activity & Sport Sciences
83	Medicine
80	Dentistry
77	Law
84	Public Health
86	Nursing
89	Pharmacy
PS	Potomac State College
TE	Engineering & Sciences – WVU Tech
TS	Business, Humanities & Social Sciences – WVU Tech

Collegewide/No College Department Code

DW00	College Dean's/Advising Office
DW01	Office of the University Registrar
DW02	Admissions
DW03	Financial Aid
DW04	Accessibility Services
DW05	Athletics
DW06	Student Affairs