FERPA waivers are completed online by the student at <http://www.ulm.edu/registrar/ferpa.html>. ULM faculty/staff can verify whether a waiver has been completed and obtain the name of the authorized individual and related four-digit pin numbers (or access codes) by contacting an administrative or other individual (e.g., Dean, Director, Program Coordinator) who has access to INB. For those administrative personnel, the individuals (maximum of two) who have been authorized to obtain information related to the student and the pin number associated with that individual can be found on SPACMNT based on that individual student CWID. If no individual has been listed on SPACMNT, the student has not completed the waiver or has rescinded the waiver.

Individuals on the waiver must be able to provide the access code before any information can be provided to them. If the code cannot be provided, you are not authorized to speak to that individual. The waiver does not give authority for the individual to take any action (e.g., changing password, adding/dropping classes, etc.) related to the student’s records. In all cases, you are only permitted to discuss student-related information with the individual. Additionally, disciplinary actions imposed by Judicial Affairs may not be discussed with the individual covered under this waiver. Judicial Affairs has a separate waiver process which must be followed related to these situations.