



Request for Access to System Student Records

Name: _____ CNU ID: _____

E-mail Address: _____ Office Phone Number: _____

Department Name: _____ Dept Phone Number: _____

Security of Data: Student Records are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). Students may not view their records without appropriate identification (university ID or state issued driver's license or ID card). University officials with a legitimate educational interest may view student records. University officials may not release student record data, in any capacity, without written permission of the student and specific clearance through the Office of the Registrar.

WEB ACCESS (CNU Live):

- Advisor Menu, Instructor Menu, Department Head, Academic Dean

BANNER ACCESS

- Department Head, Department Secretary, Academic Dean, Academic Dean's Office Staff, Administrative Staff (List Department: _____)

Certification: You are required to review and adhere to the University's policy of release of student information at the following URL (http://www.cnu.edu/admin/regis/FERPA.htm) and the University's "Policies Regarding the Use of the University's Computing and Communications Systems at the following URL (http://www.dhrm.state.va.us/hrpolicy/policy/pol1_75.pdf).

I certify that I understand my responsibilities as an authorized user of the Banner Student Information System and am in compliance with the requirements under the above certification.

Employee Signature

Approved: _____ Dean/Department Head (PRINT)

Dean/Department Head (SIGNATURE)

Office of the Registrar Use Only
Approved: _____ Date: _____
Lisa Duncan Raines, University Registrar
Banner Classes Authorized: _____