Quick Reference Guide | STUDENTS

Contact:
Office of the University Registrar
206 Student Services Center
Box 870134
Tuscaloosa, AL 35487-0134
Phone: 205-348-2020
Fax: 205-348-8187
Email: registrar@ua.edu
Website: http://registrar.ua.edu

myBama.ua.edu

What Is myBama? This is your one stop student services site providing registration information, financial aid details, student account balances, and much more.

Registration: You will utilize myBama to look-up and register for classes during your assigned registration times throughout the school year.

Grades: All final grades are posted to myBama and are immediately viewable after being assigned by your instructor.

Financial Aid Information: Information related to any financial aid that you are receiving can be accessed through myBama.

Student Account: Your student account can be accessed through myBama and payments can be made to your account by credit card.

Email: You will use myBama to log into your Crimson email account which is the official means of communication for all UA announcements.

Letter of Transiency: To request a Letter log-in to myBama; Click on Student Tab; go to Banner Self-Service (left margin); click on Student Services; then Student Records; and finally Letter of Transiency.

Helpful Campus Links: You will find an abundance of information ranging from Event Calendars to Campus Life information.

Order Official Transcripts Online

Easy Access: Students can order transcripts through myBama 24/7 using the TranscriptsPlus® online ordering system.

Fast Service: Records can be mailed out within one business day.

DegreeWorks

What Is DegreeWorks? DegreeWorks is a web-based tool for you to monitor your academic progress toward degree completion.

How To Get Started: After logging into my-Bama, click on the Student tab. Follow the DegreeWorks link and your academic profile will be automatically loaded into the DegreeWorks system.

The Student View: This audit view is the default format and contains the most comprehensive information about your academic program and progress toward degree completion. Other views include Graduation and Registration checklists.

What If: The What If feature allows you to audit your completed courses against the requirements for any major, minor, or concentration available in the dropdown lists.

Course Planning: The Planner feature allows you to arrange course requirements into future semester blocks. “Activate the eight semester plan for your program of study, personalize it to meet your needs, and follow the course it has started for you so you may “Finish in Four.”

GPA Calculators: GPA calculators give you the flexibility to determine the grades you need to make to reach a desired GPA before graduation, set specific goals for the classes in your current term, see how many credits are needed at a certain grade average to reach your desired GPA.

Finish in Four, in conjunction with UA’s academic planning tool, DegreeWorks, can help keep your student on course for graduation in just eight semesters. Visit http://www.ua.edu/finishinfour/ for detailed information about Finish in Four.

FERPA

What is FERPA?
• Also known as the Buckley Amendment.
• FERPA is enforced by the Family Policy Compliance Office of the U.S. Department of Education.

Why Comply with FERPA?
• It’s the Law & University of Alabama policy.

Rights granted to Students by FERPA
• The right to inspect and review their own education records.
• The right to seek to have those records amended.
• The right to have some control over the disclosure of information from their records.
Easy Address Look-Up: A pull-down menu will provide the addresses of many schools.

Shipping Options: Transcripts can be mailed, faxed, or shipped by express service.

Instant Checking/Tracking: Order progress can be tracked online and if express service is requested, online tracking is available.

Log-in to myBama; Click on Student Tab; go to Banner Self-Service (left margin); click on Student Services; then Student Records; and finally Order Official Transcript.

Order Enrollment Verifications Online

Easy Access: Students can order enrollment verifications through myBama 24/7 using the National Student Clearinghouse online ordering system.

Fast Service: A pdf document is prepared instantly that you can print or save and email.

Cost: Free to all current students.

Uses: Enrollment verifications can be used to satisfy requests from insurance companies, lenders, guarantors, etc.

Options: Enrollment verifications include either current term information or all enrollment at your request.

Log-in to myBama; Click on Student Tab; go to Banner Self-Service (left margin); click on Student Services; then Student Records; and finally Order Current Enrollment Verification.

registrar.ua.edu

myStudent: Your can find information on policies and services available to all students.

myParent: Your parents will find information relevant to your experience as a student.

Commencement: As you near graduation, this is where you will find all relevant instruction related to your commencement ceremony.

Transfer Credit: You can find course equivalencies if you are interested in taking classes as a transient student at another 2 or 4 year college.

Residency: You can find the definition of an in-state resident and information on the process for recategorization from out-of-state to in-state.

FERPA (Continued)

Who is covered under FERPA?
• Students who are or have been in attendance at a postsecondary institution are covered under FERPA.
• A “student” must be enrolled and “in attendance” at UA for his/her records to be protected by this policy. A student is defined as “in attendance” when a person registers for his/her first course at the University.

What are Education Records?
• “Education records” of a student that are covered by this privacy rights law are defined by FERPA to include any records, files, documents, or other materials that contain personally identifiable information directly related to the student and that are maintained by the University of Alabama or by officials acting for the University.

What information can be released?
• Directory Information.
• Information that the student has given written consent to release.
• Information needed by UA employees who have a legitimate educational interest.
• Information needed by certain government agencies.

What is “directory information”?
• It is information that can be released without the student’s written consent, unless the student opts out of disclosure.
• Each institution, to some extent, can determine what information is classified as directory information.

Student (and former student) Rights under FERPA
• Students have a right to know where education records are kept.
• Students have a right to inspect their education records.
• Students have the right to seek to have records amended if necessary.
• Students have the right to file a complaint with The U.S. Dept. of Education if they feel their rights are being violated.
• Students have the right to expect that their education records are kept confidential except where special provisions are made.
• Students have the right to suppress the disclosure of directory information to outside agencies and third parties.

Parents’ Ability to Access Student Information (not a “right”)
• In higher education, the student holds FERPA rights – not the parent or guardian.
• Parents may obtain directory information. Parents may obtain non-directory information (grades, GPA, etc.) if the child is a legal dependent [must complete a legal declaration IAW with Internal Revenue Code] and the institution exercises its discretion to do so.
• Parents may obtain non-directory information by obtaining a signed consent from their child. Existence of a signed consent does not constitute a “power of attorney” empowering parents to act on behalf of the student.