

Student Information Access Matrix

	Student Finance Records (Financial aid and student accounts)	Academic Records (History/Degree Audit, grades, GPA, class schedule, registration restrictions)	On Campus Employment	Discipline Records	Campus Safety Records	Donor Records	Center for Learning Success Records	Testing Records
	Student Finance	Records	Human Resources	Student Services	Campus Safety	Advancement	CLS	Counseling and Testing
Pres and VP Offices	Yes	Yes	Not automatic	Yes	Yes	Yes	Yes	Not automatic
Student Services Staff & Secretary	Not automatic	Yes	Not automatic	Yes	Yes	Not automatic	Yes	Not automatic
Counseling Ctr. Staff and Sec.	Not automatic	Yes	Not automatic	Yes	Not automatic	Not automatic	Yes	Yes
Institutional Research Staff and Secretary	Yes	Yes	Not automatic	Not automatic	Not automatic	Not automatic	Yes	Not automatic
Center for Learning Success Staff & Secretary	Not automatic	Yes	Not automatic	Not automatic	Not automatic	Not automatic	Yes	Not automatic
Records Staff & Sec.	Yes	Yes	Not automatic	Not automatic	Not automatic	Not automatic	Not automatic	Not automatic
Accounting Staff and Cashiers	Yes	Not automatic	Not automatic	Not automatic	Not automatic	Yes	Not automatic	Not automatic
Student Finance Staff & Secretary & Student Workers	Yes	Yes	Not automatic	Not automatic	Not automatic	Not automatic	Not automatic	Not automatic
HR Staff & Secretary	Yes	Not automatic	Yes	Not automatic	Not automatic	Not automatic	Not automatic	Not automatic
Resident Hall Dean & Sec.	Not automatic	Yes	Not automatic	Yes	Not automatic	Not automatic	Not automatic	Not automatic
Alumni & Advancement Staff & Sec.	Not automatic	Not automatic	Not automatic	Not automatic	Not automatic	Yes	Not automatic	Not automatic
Campus Safety Staff and Secretary	Not automatic	Not automatic	Not automatic	In some circumstances	Yes	Not automatic	Not automatic	Not automatic
Admissions Staff & Secretary & Student Workers	Yes	Yes	Not automatic	Not automatic	Not automatic	Not automatic	Not automatic	Not automatic
Parent	With student approval	With student approval	Not automatic	In some circumstances	In some circumstances	Not automatic	Not automatic	Not automatic
Academic Department Employees	Not automatic	Majors, Minors, Certs	Not automatic	Not automatic	Not automatic	Not automatic	Not automatic	Not automatic

Notes: Individuals will have automatic access to student information as indicated above. A student may elect to provide records to other parties as he or she deems appropriate. Disability, health service, and guidance counseling records are protected by HIPPA, which restricts access to the department that collects