



To: CSULB Instructors

From: Jack Farrell, Director, Evaluation and Records, Enrollment Services

Date: February 2005

Subject: Required Forms and Agreements for Enhanced New/Drop-In Advisees Access

I am writing to provide you with advanced notification that in mid-February, all undergraduate students will be getting two new, important sources of academic information through MyCSULB. These two reports—the “Degree Progress Report” and the “Transfer Credit Report”—are designed to help undergraduates keep track of where they stand on the way to their bachelor’s degrees.

We will notify students of the reports over a two-week period, on a rolling basis beginning February 18, 2005.

As students come to rely on the Degree Progress Report and the Transfer Credit Report, they will have an expectation that instructors be familiar with these tools, as well. With that in mind, we in Enrollment Services are pleased to announce new access available to instructors. For those of you who currently have only limited access, this enhancement will allow you for the first time to run Degree Progress Reports and Transfer Credit Reports for individual students. You will also be able to view student information such as grades, unofficial transcripts, and more. **No training is necessary.** Online help guides should be all you need. The enhanced access is available to any instructor. All you need to do is review and complete the following documents:

- 1. PeopleSoft Student Administration System Security Authorization – Additional Access for Instructors.**
This form documents your request for access as well as the authorizing signatures for the access. Be sure to include your Campus ID number (also known as your EmplID number). If you do not know your Campus ID number, you can retrieve it from your campus ID card or by contacting your department timekeeper or payroll coordinator.
- 2. Student Administration Confidentiality/Security Agreement**
Given the sensitive and confidential nature of the data in the Student Administration (HRSA) system, it is essential that you clearly understand your responsibilities. Please carefully review this agreement. You must sign this agreement and secure the signature of the Department Chair. It is important that everyone carefully follow these guidelines to ensure the confidentiality of our student data.
- 3. CSULB Student Records Procedures**
Students’ rights of privacy and access regarding their educational records are articulated in the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment. Violation of this act compromises students’ rights and places the University at risk. This document outlines these requirements and our campus procedures for compliance. Please carefully review this document and follow the campus guidelines. By signing the Student Administration Confidentiality/Security Agreement (#2 above), you affirm that you have read this document and will abide by it.

These documents can be printed from the “SA Security” section of the following web site:
http://www.csulb.edu/divisions/af/cms/end_user/SA/forms/index.html

Please note that if you have already completed Academic Advising training with Julie Maiorana, you already have the enhanced access described here.

If you have any questions, please contact Julie Maiorana, in Enrollment Services, at 5-2818 or via e-mail at jmaioran@csulb.edu.