

## Snack Club June 2006 Notes

**Update on Registrar Fee-**The verification and transcript fee is pending KBOR approval. Once it is approved, the Office of the Registrar will be sending out more information about the department's new services.

**Diplomas-**The Office of the Registrar is going to implement in-house diploma printing this year. More details to follow. Someone asked about the printing of post-master's certificates and Chris will follow-up.

**SSN in Reports-**In compliance with Information Resources' protocol on sensitive information, <http://www2.kumc.edu/ir/operationalprotocols/sensitiveinformation.asp>, the Office of the Registrar is requesting that all departments cease the electronic storage of SSN outside of SAKU (Enroll and Pay). The Office of the Registrar is currently working with HR about the ID badge system and will contact the Police Department about the door system. Cheryl Pace will follow-up on Networking's needs for SSN.

If a department receives a request for student SSN from another university department, they should be directed to the Registrar. The Registrar will determine if the request is appropriate and the appropriate means for distributing the information.

It was raised during the meeting, that the departments often get requests for student SSN for criminal background checks, verifications from licensing or accrediting bodies, etc. SSN is not directory information and can not be released without the student's written consent. The Office of the Registrar will develop a sample release form that departments can use if they have access to the SSN from the application or Enroll and Pay for this specific use. If an individual does not have access to SSN from a student file or Enroll & Pay, they need to refer the request to an entity that has access to the information.

**New Data Warehouse Report-**there is a new data warehouse report that shows completed degrees for graduated students. This report is only good for the current and previous semester.

**SAKU Upgrade-**SAKU will be upgraded in July. Lisa Erwin shared with the group the orientation and training opportunities that will occur. For more information, go to <http://www.kumc.edu/studentcenter/89upgrade/>.

**Application Copies to the Registrar-**Please only send one copy of the student's application to the Registrar's Office. If you send a copy initially to make a residency determination, there is no need to send the original later.

**Summer 2006 AFD Deadline is June 30, 2006!**