

SOUTHERN UNIVERSITY AT SHREVEPORT

Office of the Records and Registration

Frequently Asked Questions (FAQs)

Student Records

1. I need to verify that I'm enrolled in school. Where do I go?

Official written verification of your enrollment or registration status can be obtained by completing the *Student Data Request* form found under the Student Initiated Forms link on the Registrar's Office web page at <http://www.susla.edu/registrars-forms>.

2. How do I restrict information from my record (directory information) from being released?

It is the policy of Southern University at Shreveport, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure. Directory information may be disclosed to the public upon request.

Students have the right to restrict release of information by completing and submitting the FERPA Student Release Form to the Registrar's Office. The form is located under Student Initiated Forms at <http://www.susla.edu/registrars-forms>.

Details are located in the FERPA Annual Notification of Rights under FERPA available on our Registrar's Office web page at <http://www.susla.edu/registrars-forms>.

3. Where do I go to have my name changed on official College records?

The *Change of Name/Social Security Number* request form available under the Student Initiated Forms link on the Registrar's Office web page at <http://www.susla.edu/page/registrars-forms>. You will need to provide copies of official identification with your name change request. Submit this completed form and upload the supporting documentation as required.

4. How do I change my address on official College records?

The *Change of Address* request form available under the Student Initiated Forms link on the Registrar's Office web page at <http://www.susla.edu/page/registrars-forms>.

Students have the ability to can change e-mail addresses and phone numbers via your Banner Web Services (Self-Service Banner) page.

5. How do I change or declare a major?

Changes or declarations of majors can be completed online by accessing the *Change of Major* form located under the Student Initiated Forms link at <http://www.susla.edu/registrars-forms>. Complete the form by including the current program and new program advisor's signature. Once all required signatures are obtain, the form will automatically advance to the Registrar Office for processing. An email confirmation will be sent to your SUS email account.

Changing of major will be processed up to the first day of class for any semester.

6. What do I need to do to transfer credits from another institution?

After enrollment at Southern University at Shreveport as a regular matriculated student, permission must be obtained before taking a course at another institution for the purpose of meeting degree or general education requirements at Southern University at Shreveport.

Affected students should consult with their academic (major) advisor and submit the *Transfer Credit Request* form, located under Student Initiated Forms at <http://www.susla.edu/registrars-forms>. The forms is designed for use by continuing students to secure approval **prior** to taking courses at another institution.

Students must attach a copy of the course description(s) from the institution for transfer credit and submit the completed form for approval from the academic (major) advisor, academic dean and Vice Chancellor for Academic Affairs and Workforce Development. Once final approval has been granted, the form will automatically advance to the Registrar's Office for processing.

Courses taken without prior approval may not be transferable to Southern University Shreveport.

7. What is Southern University at Shreveport's policy on release and disclosure of student records?

Southern University at Shreveport complies fully with regulations of section 438 privacy rights of students and parents of the General Education Provision Act, which insures the students access to their educational records maintained by the university and which prohibits the release of personally identifiable information except as specified by law.

Release of information on any student ordinarily will be made only on the written request or authorization of the student. For more information go to <http://www.susla.edu/registrars-forms> to access the *Family Education Rights and Privacy Act (FERPA) Annual Notification of Rights under FERPA* and the *Family Education Rights and Privacy Act (FERPA) Student Release Form*.