**FERPA Reminders for Users of COGNOS**

All student information must be handled and stored in a secure manner that ensures compliance with FERPA. Non-directory and confidential student information must be securely managed to ensure that it is not accessed by individuals that are not authorized to view the data.

You may only utilize COGNOS to pull non-directory information for students as it relates directly to your duties for the university. Contact the Office of the Registrar with any questions you have related to the security of student data and FERPA compliance (503-838-8327).

The following is a list of directory Information that may be shared without authorization from the student (<https://www.wou.edu/provost/registrar/privacy_students.php#definition>):

* Student’s full name
* Student’s photograph (not available in COGNOS)
* Place of birth (this information is not available in COGNOS)
* Local address and telephone number
* Permanent address and telephone number
* Billing Address
* E-mail address
* Class level and academic major/minor
* Dates of enrollment
* Degrees, honors, certificates, and date awarded
* Earned credit hours
* Enrollment status (full-time, half-time, less than half-time)
* Participation in official recognized activities and sports
* Height & weight of athletic team members (this information is not available in COGNOS)
* Job title and dates of WOU student employment
* Most recent educational institution attended

**Confidentiality & Deceased Students:**

* No information of any kind can be released for a student that has elected to place a **confidentiality** restriction on his/her record. The university cannot confirm that we have any record of a person that has elected confidentiality.
* When a student passes away the student’s record is marked with a “deceased” indicator. Please take this indicator into account for any reports you pull. Particularly those that may be used to mail information to students.