In accordance with the Family Educational Rights and Privacy Act (FERPA), items designated as “Directory Information” may be disclosed without prior written consent, unless the student has submitted this written request not to release his or her directory information.

The following information is designated as Directory Information by the University of South Carolina Aiken:

1. Name
2. Email
3. USC ID Photo
4. Local and Permanent Address
5. Telephone Numbers
6. Attendance
7. Current Enrollment Status
8. Enrollment Status (full or part-time)
9. Admission Date
10. Expected and Actual Date of Graduation
11. Curriculum (school, major, minor, concentration, degree)
12. Honors, Awards and Scholarships
13. Weight and Height of Athletic Team Members
14. Participation in officially recognized, University sponsored activities and sports

This privacy request WILL NOT PREVENT the Office of the Registrar and/ or Internal offices and/ or agents of the University System from:

- Releasing information to your parents if they provide evidence that you are their dependent.
- Obtaining the above information to conduct official University business.
- Releasing information in response to a lawfully-issued court order or subpoena.

This privacy request MAY PREVENT your name from appearing in external honors, awards, commencement programs, news releases, etc.

Indicate your request below by checking the appropriate box:

☐ DO NOT RELEASE my directory information. Do not include my information in the printed or online directories

☐ CANCEL my previous request, effective immediately, preventing the release of my directory information. Please include my information in the printed and online directories

Student’s Name (PRINT) ____________________________  Student’s VIP ID ________________

Student’s Signature ________________________________ Date ____________________

FAX this form to 803-641-3347 or
MAIL to: USC Aiken Registrar’s Office, 471 University Parkway, Aiken, SC 29801

Note: All changes will go into effect within one business day after receipt of this form by the Office of the University Registrar