

IWU Registrar's Office

309-556-3161, registrar@iwu.edu

Holmes Hall, Room 110

iwu.edu/registrar

Who do I contact?

Misty Metroz, 556-2769

mmetroz@iwu.edu

- General Registrar Questions
- Transcripts
- Academic Appeals
- Incompletes/Grade Changes
- Independent Study Forms
- Registration Forms (waivers, credit/no credit, closed class, overloads)

Maggy Partello, 556-3231

mpartell@iwu.edu

- General Academic Advising and Accessibility Services Questions
- General Registrar Questions
- Student Enrollment and Degree Verification
- Student Change of Major/Minor/Degree/Advisor

Miranda Baldwin, 556-3386

mbaldwin@iwu.edu

- Student Petitions for Academic Exception
- Room Reservations (25 Live)
- Internship Forms
- Sports Eligibility
- Report Requests
- Course Evaluations (Smart Evals)

Beth Milsteadt, 556-3379

bmilstea@iwu.edu

and

Amy Leathery, 556-2073

aleather@iwu.edu

- Transfer of Credit Questions
- Transcript Evaluations
- TES
- Transferology
- Program Articulation Plans

Cheri Armstrong, 556-3491

carmstro@iwu.edu

- Degree Audit (Degree Works)
- Graduation and Diplomas
- Substitution Forms
- Grade Entry Questions

Talley Gentry, 556-3385

tgentry@iwu.edu

- Classroom Assignments
- Course Schedule
- Study Abroad Credit
- Student Re-Enrollment

Leslie Betz, 556-3161

lbetz@iwu.edu

University Registrar

Helpful Resources on the Website

iwu.edu/registrar

Faculty Information

Including forms, Degree Works tips, using TES, faculty and advisor video tutorials, and a sign on link for Smart Evals (course evaluations)

Important Dates

Including links to the academic calendar and the finals schedule for each term

Have a student with a question?

Find resources for students on the website including all forms, registration procedures, graduation information, NCAA DIII academic compliance, transcript ordering, and FERPA



The Faculty Services Dashboard in Banner Self Service allows you to:

- Update your profile information
- Enter grades in Banner
- View your class list and roster
- View your class schedule
- Enter your office hours
- Search the Class Schedule
- Search the University Catalog

my.iwu.edu/dashboard

Click on Banner Self Service, then Ellucian Banner

FERPA Basics

iwu.edu/student-affairs/ferpa.html

The Essence

Federal law designed to protect the privacy of education records. It also provides guidelines for appropriately using and releasing student education records. It is intended that students' rights be broadly defined and applied. Therefore, consider the students as the "owner" of the information in their education record, and the institution as the "custodian" of that record.

Basic Rights of Students under the Act

- Be notified of their FERPA rights at least annually
- Inspect and review their records
- Amend an incorrect record

Questions about FERPA?

Contact the Registrar's Office, 556-3161
"When in doubt, don't give it out."

When do FERPA rights begin?

A FERPA-related education record begins for a student when they enroll in a higher education institution. At a postsecondary institution, rights belong to the student in attendance, regardless of the student's age.

Directory Information

Data items that are generally not considered harmful or an invasion of privacy if publicly available. This information cannot be released if a student has a FERPA block on their record.

IWU defines directory information as follows:

- Name
- Address (Permanent and Campus)
- Hometown
- Telephone number (Home and Campus)
- Email address
- Dates of attendance
- Major fields of study and degree
- Full or part-time enrollment status
- Class
- Academic Honors and Awards
- Degree(s) conferred (including dates)
- Participation in officially recognized activities
- Weight and height of athletic team members

Parental Access

Parents have no inherent right to inspect a student's education records at the post-secondary level. The right to inspect is limited solely to the student. Records may be released to parents ONLY under the following circumstances:

- Through written consent of the student. **FERPA Waiver Forms are available in the Registrar's Office.**
- In compliance with a subpoena
- By producing a copy of the most recent Federal Income Tax form showing that the student was claimed as a dependent.