

FERPA CUSTODIANS

Types, Locations and Custodians of Education Records

Admission Records

Located in the Admissions Office (FO 133) | Custodian: Director of Admissions

Career & Internship Records

Located in Career Studio (FO 101) | Custodian: Executive Director

Counseling Records

Located in Counseling & Health Services (AF 208) | Custodian: Director of Counseling & Health Services

(Note: the confidentiality of counseling records is maintained in accordance with applicable state and federal law defining the circumstances under which information can be released)

Cumulative Academic Records

Located in the Registrar's Office (FO 144) and Academic Advising (FO 121) | Custodian: Registrar; Director of Advising

Disabled Student Services

Located in Instructional Services (FO 411) | Custodian: Student Accessibility Coordinator

Disciplinary Records

Located in Dean of Students Office (FO 119) | Custodian: Dean of Students; Assistant Dean of Students

Enrollment Records

Located in the Registrar's Office (FO 144) | Custodian: Registrar

Financial Records

Located in Financial Aid and Student Accounts (FO 134) | Custodian: Director of Financial Aid; Director of Student Accounts

Health Records

Located in Counseling & Health Services (AF 208) | Custodian: Director of Counseling & Health Services

Immunization Records (WI state law, clinical and non-clinical)

Located in Division of Student Development & Success (FO 119) | Custodian: Residents go to Counseling & Health Services; For COVID records, see Dean of Students Office

International Student Records

Located in International & Intercultural Center (FO 111) | Custodian: Coordinator for Global Exchange Programs

Scholarships, Loans and Other Forms of Financial Aid

Located in Financial Aid (FO 134) | Custodian: Director of Financial Aid

Title IX Student Records

Located in Campus Safety (FO 254) | Custodian: Title IX Coordinator