

## Policy on Release of New-Student Information

The University of North Carolina at Chapel Hill recognizes the importance of responsible, appropriate, and effective communication with entering undergraduate students. The definition of “entering undergraduate students” hereafter referred to as “new students,” applies to those students who have indicated their intention to enroll but have not yet arrived on campus. To guide this effort, a steering committee comprised of members from the offices of Undergraduate Admissions, Student Affairs, University Counsel, Registrar, and Student Government created the following policy.

### Release of Information to External Groups

Information about applicants for admission is not a public record and the University is not required to release it. When a student enrolls at the University, the federal Family Educational Rights and Privacy Act gives the student the right to restrict access to his or her “directory information” in University records. “Directory information” includes, but is not limited to, the student’s name, address, telephone listing and email address. In order to allow each new student an opportunity to decide whether to restrict access to “directory information,” the University does not release that information to the public until after the last day for late registration for the Fall semester. Requests for this information may be submitted directly to the Office of the Registrar.

### Release of Information to University Departments and University Sponsored Groups \*

University departments, and University sponsored student groups listed on the latest “Statement Regarding University Sponsored Groups,” who need name, address, telephone listing and/or email address information in order to communicate with new students must request that information from the Office of Undergraduate Admissions and must submit the text of the proposed communication with the request.

The Office of Undergraduate Admissions may provide the above information to University departments and groups in order to accomplish the following purposes:

- To communicate essential, time-sensitive information accurately to new students;
- To assist new students to complete the steps they must take to ensure their enrollment at the University; and/or
- To help new students prepare for a successful transition into the campus community, so that they might thrive academically and socially and complete their degrees on time.

The Office of Undergraduate Admissions shall review the text of each request to assure that the communication meets the above guidelines and will be delivered only to the intended audiences.

Before receiving the requested information, the department or organization must sign a statement acknowledging that it will use the information only for the specific stated purpose and that it will not release the information further.

\*The Daily Tar Heel may receive mailing addresses of new students under this procedure but only in connection with mailing its special issue for new students.

#### University-Affiliated Groups/Recognized Student Organizations

University-affiliated groups, including recognized student organizations, may not receive name, address, telephone listing and/or email address information for new students until such information becomes publicly available as set out above. Instead these groups have the opportunity to have their information included in a special website overseen by the Office of Student Affairs for new students.

This policy will be effective January 2, 2009. It shall be included in the university's official policy documents available at

| <http://www.unc.edu/campus/policies.html>