



The items listed under Directory Information may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of Directory Information. Please consider carefully the consequences of any decision to withhold Directory Information. Should you decide to inform this institution not to release Directory Information, any future request for such information from non-institutional persons or organizations will be refused. For example, NMJC would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

Note to students about to graduate: The withhold directory flag will remain on your records after graduation if you have requested that the information be withheld; therefore, we will not be able to verify your degree to potential employers. (See below for removal of Withhold Directory Information designation.)

NMJC will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, NMJC assumes no liability for honoring your request for information to be withheld.

Directory Information includes the following:

- Student's name
- Local, permanent, and email addresses
- Telephone listing
- Date and place of birth
- Major fields of study
- Dates of attendance
- Enrollment status
- Degrees, awards, and honors received, including selection criteria
- Most recently attended previous educational institution
- Classification
- Expected graduation date
- Participation in officially-recognized activities and sports
- Weight and height, if a member of an athletic team
- Photograph

I, _____, want Directory Information to be withheld. (Directory Information includes all items listed above.) I wish to prevent the disclosure of my Directory Information and understand the ramifications of doing so.

Student Signature

NMJC ID #

Date

From the date this form is received in the Registrar's Office, we will honor your request to Withhold Directory Information until you request in writing that you wish to remove the Withhold Directory Information designation.

The Withhold Information form should be submitted to the Registrar's Office on or before the first Friday of the first week of each semester. Forms will be accepted after these deadlines, but we cannot be responsible for the release of Directory Information prior to receiving the Directory Information Withhold request in the Registrar's Office.

Release Directory Information

I, _____, want Directory Information to be released. (Directory Information includes all items listed above.) I no longer wish to prevent the disclosure of my Directory Information and release NMJC from any responsibility to withhold Directory Information from the date this form is received in the Registrar's Office.

Student Signature

NMJC ID #

Date

If the Withhold Directory Information form and or the Release Directory Information form are not presented in person to the Registrar's Office by the student with a valid state or federally issued picture ID, this form **MUST BE NOTARIZED** in the space below.

For Official Use Only

Received by:

Date:

Type of ID:

Entered by: