



SALVE REGINA
UNIVERSITY

Office of Registrar

Ochre Court, Room 203

401-341-2943

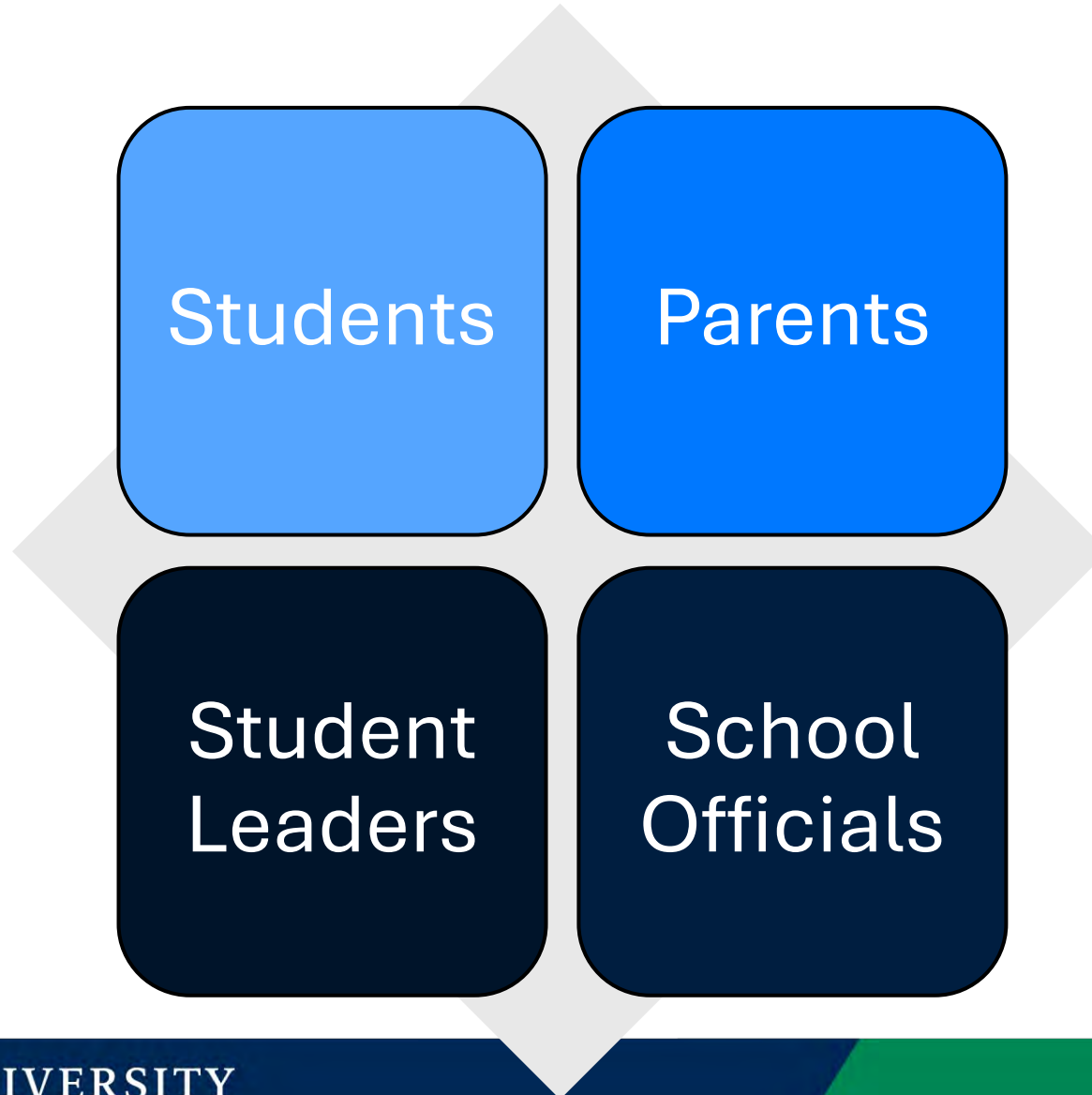
sruregistrar@salve.edu

salve.edu/registrar





Who is involved?





Access to Student Information

- *Regardless of age, once a student starts college, access rights transfer from the parent to the student.*
- *Information can only be released to an individual when there is a written request from the student.*
- Students may sign a FERPA release form to grant permission to discuss their student record. We will review FERPA and how to access forms at New Seahawk Orientation.



Directory vs. Protected

Public “Directory” Info

- Student name
- Address
- Phone number
- Honors and awards
- Basic demographics



May be published or provided to other organizations

Student's name and hometown may be published online or in the newspaper if you make dean's list one semester

Student's name, major and email address may be provided

Private “Protected” Info

- Grades
- Transcripts
- Student course schedules
- Student financial information
- Texts, emails, written notes

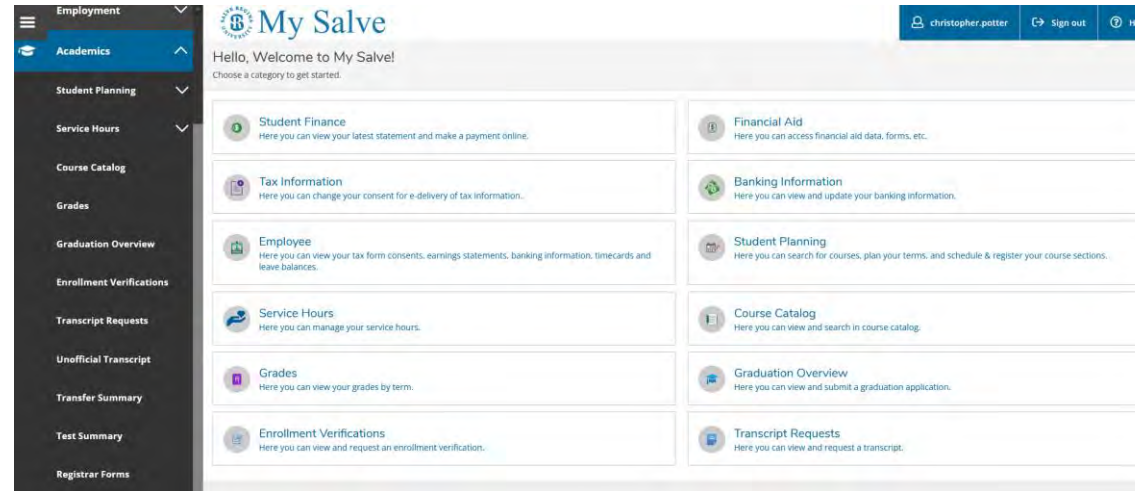
May not be published or provided to anyone unless the student provides written permission

Student's parents/guardians had the right to access academic records while in high school.

In college, parents/guardians may not access records without written permission from student.

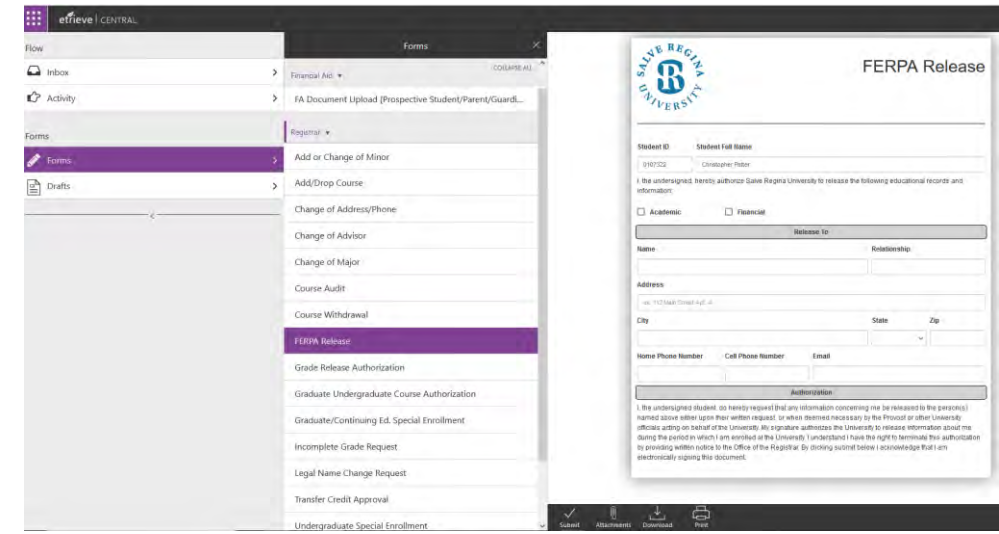
Forms

Students complete a FERPA Release Form for each person they are granting permission to speak with university officials about their record.



- Forms are online and may be accessed from My Salve

- Students indicate if designated person should have access to financial or academic information.
- The person may be a parent, guardian, partner or anyone the student designates.





Registrars Office

Center for registration and academic records

- ✓ Evaluate transfer credit, AP scores and CLEP tests
- ✓ Send official transcripts and enrollment verifications
- ✓ Evaluate degree requirements for graduation candidates
- ✓ Prepare the diplomas to give to students after graduation
- ✓ Help veterans access VA benefits
- ✓ Update changes to the student record. For example, address, change of major, and minor updates

All important notices are sent to students to their Salve email address. Also, important messages are posted on Salve's Campus page.



Important Academic Resources

- **Academic Calendar**

- Semester dates
- Add/drop deadline: *Friday, September 13*
- Course withdrawal deadline: *Friday, November 22*
- Finals week: *December 9-14*
- Holidays

- **Undergraduate Catalog**

- Academic policies
- Major and minor requirements
- Graduation requirements



Quick-Reference QR Codes



Undergraduate Academic
Calendar 2024-2025



Undergraduate
Catalog



Questions?



Office of the Registrar

Salve Regina University

p: (401) 341-2943 e: sruregistrar@salve.edu

100 Ochre Point Ave., Newport, RI 02840

salve.edu/registrar