



Releasing Your Name for the Commencement Program

If you have a FERPA hold on your account limiting the release of your information for non-commercial (academic) purposes (options 2 or 4), your name **will not appear** in the commencement program. If you would like your name to appear in the commencement program, please remove this hold from your account by completing the following steps.

- 1) Log into MyUNLV
- 2) Select My Student Center
- 3) Go to Personal Information at the bottom of the page
- 4) Select User Preferences


	Class	Schedule
other academic... 		Web-based

[weekly schedule ▶](#)
[enrollment shopping cart ▶](#)

Finances


My Account
[Account Inquiry](#)
[Enroll In Direct Deposit](#)

Financial Aid
[View Financial Aid](#) [Make a Payment ▶](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)


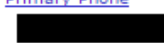

other financial... 

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

other personal... 

Contact Information

Home Address 	Billing Address None
Primary Phone 	UNLV Email 

Admissions

You do not have any pending applications at this time.

5) Select FERPA restrictions tab



go to ...

Personal Information Security

ferpa restrictions user preferences

User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

Institution University of Nevada Las Ve! ▾

Academic Career Graduate ▾

Term 🔍

Aid Year 🔍

To better communicate with you, tell us in which language and method you prefer receiving communications.
Set Communication Preferences

To better notify you, tell us in which method you prefer receiving notifications.
Set Notification Preferences

SAVE

[Personal Information](#) [Security](#)
[Ferpa Restrictions](#) [User Preferences](#)

go to ...

6) Select Edit FERPA/Directory Restrictions



go to ...

Personal Information	Security
ferpa restrictions	user preferences

FERPA Restrictions

Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.

Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.

[Click here to review full notification](#)

- I wish to allow release of my directory information.
Please do not release my directory information for commercial purposes. Examples of commercial purposes include organizations requesting information to provide students with information, service, or benefits such as health insurance or tuition payment plans, invitations to join organizations such as the alumni association, solicitations for credit cards or real estate, and direct marketing campaigns.
- Please do not release my directory information for non-commercial (educational) purposes. Examples of non-commercial purposes include publication of your name in honors and graduation programs, confirming graduation and dates of attendance to potential employers verifying enrollment with organizations such as insurance companies, and invitations to apply for specialized scholarships, activities, or workshops.
- Please do not release my directory information for BOTH commercial and non-commercial (educational) purposes.

EDIT FERPA/DIRECTORY RESTRICTIONS



7) Select the 2nd FERPA Option and click SAVE



Under the Family Educational Rights and Privacy Act, you have the right to restrict the release of certain categories of information. To restrict information, check Restrict next to the description. To restrict all types of a certain category, click Restrict All for that category. To restrict all types of all categories, click Restrict All Fields at the top of the page.

Note that when you choose to restrict the release of information, that information will not be released to any source, including publications such as telephone directories or other institutional publications.

To provide exceptions to the restriction of the release of information, click Release to Publication. Some form of a person's name must always be excepted from restriction as a minimum in order for other information to be shown in publications.

[Click here to review full notification](#)

- I wish to allow release of my directory information.
- Please do not release my directory information for commercial purposes. Examples of commercial purposes include organizations requesting information to provide students with information, service, or benefits such as health insurance or tuition payment plans, invitations to join organizations such as the alumni association, solicitations for credit cards or real estate, and direct marketing campaigns.
- Please do not release my directory information for non-commercial (educational) purposes. Examples of non-commercial purposes include publication of your name in honors and graduation programs, confirming graduation and dates of attendance to potential employers verifying enrollment with organizations such as insurance companies, and invitations to apply for specialized scholarships, activities, or workshops.
- Please do not release my directory information for BOTH commercial and non-commercial (educational) purposes.

SAVE



FERPA Restrictions Summary

8) If you were successful, this prompt will appear.



FERPA Restrictions

Save Confirmation



The Save was successful.

OK