

NOW THAT YOU'RE ENROLLED AT PSU:

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. If you are 18 years or older your personal information is private, including any information regarding your education. If you become a PSU student, and want your parents to be able to access any information relating to your enrollment at PSU, you will have to fill out and send in a FERPA Release form. Please go to our website for a specially tailored Carpe Diem FERPA: <http://www.carpediemeducation.org/downloads/FERPA.doc>

On this site you will see a link to download a .pdf version of a FERPA Release form. Please follow the directions in submitting this form. Without the completion of this form your parents will not be able to access any information about your education, including your bill, inquiring about grades, credits, etc. At any point you can revoke your FERPA Release form, and it may be helpful while you are abroad to allow your parents access to your records. If you do not complete the release form you will find that PSU will not, under ANY circumstance, discuss the details of your education with your parents, or anyone else for that matter.

Managing Your Account On-Line

Any student enrolled at PSU is able to manage his/her account on-line. You will likely have to call us at Carpe Diem to find out your student ID number. Typically you are assigned a password that is your birthday, in the format of "mmddyy." For example, if your birthday is June 13, 1990 your password would be "061390." You can change this password once you have gotten into the system. Just go to the "manage my account" section of the site.

If you would like your parents to have access to your PSU on-line account while you are abroad make sure to give them your student's ID number and password. Your parents are able to look at your on-line account even if you have not signed the FERPA Release form.

Ordering a Transcript

Once you have returned from your semester you will be able to view your transcript on-line, and if you want, order an official transcript. You will need an official transcript from PSU if you want your credits to be transferred to any other educational institution. However, it is important that you allow enough time for your credits to be officially processed after you return before you order an official transcript.

How will you know if your credits have been processed?

When you view your credits on-line it is important that you take note of your class number. If you see something like: INTL 399 Study Abroad this is a temporary course and your credits have not yet been processed. The course number #399 is a temporary credit course. Once that number changes to something else (depending on which specific

credits you are receiving) then you will know that your credits have been processed and you will be able to order an official transcript.

Go to <http://www.pdx.edu/registration/transcripts.html> to find out about the different ways you can order an official transcript from PSU. It will cost \$4 each time you order a transcript.

Getting Your Credits Transferred

Once you have ordered your official transcript and gone through the appropriate measures at your new school, it is likely that you will have to be your own advocate for ensuring that your credits are actually transferred to “usable” credit at your new school. Every school does this process a little differently, so make sure to check with the registrar at your new school.

Since the class credits you have from PSU will not be *exactly* like any class offered at your new school you will have to appeal to each specific department that you are seeking credit. For this you will need as much information about the class that you are seeking to transfer as possible. This can include a course description, any example work you have, final papers, grades, etc. It will be up to you to prove to the department head that what you learned on your semester abroad is comparable to X class that you are required to take at your new school. There is no official process to make this happen, but we will tell you “The squeaky wheel gets the oil.” Be persistent, make a case for yourself, and stand up for the fact that you have already learned X and should not have to re-take the class.