



Dixie State College of Utah
225 South 700 East
St. George, UT 84770

April 11, 2011

To the Parents of _____ :

Welcome to the concurrent enrollment program for the fall semester of 2011. This program is offered to junior and senior high school students through the Washington County School District and Dixie State College. This unique program offers concurrent college and high school credit.

Parents and students; please read the information in this confirmation letter. Please do not throw it away. Please keep it to use as a reference and provide this information to your student. Please pay particularly close attention to the information that is listed below and abide by those requirements.

- Semester Classes Begin
- DSC College ID
- DSC Student Login
- D-mail Account
- Blackboard Vista
- Personal E-mail
- Admission Fee
- Class List
- Class Fee
- Textbooks
- Class Syllabus
- LIB 1010 Instructions (as indicated on your student's class list)
- Important Deadlines

→ **Concurrent Enrollment Web Site.** The Dixie State College Concurrent Enrollment web site is located at <http://www.dixie.edu/concurrent>; please use this web site as a reference for concurrent enrollment and college information.

→ **Semester Classes Begin.** Dixie State College will begin fall semester on Monday, August 22, 2011. All classes are taught on the main campus of Dixie State College and/or at the Hurricane Education Center (mostly for Hurricane High School students).

→ **DSC College ID.** Your student has been assigned the following Dixie State College Banner ID number. We do not use Social Security Numbers. ID: _____.

→ **DSC Student Login.** If your student needs to access their personal information at Dixie State College, please use our student login page at www.dixie.edu, then go to 'My DSC & Logins' (which is one of the blue tabs that is located at the top on the furthest right), then to 'Login to Student Services', then input their User ID number (college ID number as listed above), and their PIN, which is their birth date and is 6 digits long (example 010193). Your student may be asked to update their PIN number; therefore, if this occurs, please keep the new number in an accessible place. Our office does not have access to their PIN numbers; therefore, if your student has trouble accessing this web page, please have them contact the registrar's office in person or by telephone at 652-7702. Once they have access to this web page, they can view grades, check their class schedule, monitor their account information, etc.

→ **D-mail Account.** Your student will be assigned a DSC college D-mail account and this will be used by most of their college professors; therefore, your student needs to have access to this information as soon as school begins. Your student's email address is generally their first initial, last name (or partial last name), and may include a number, with dmail.dixie.edu (example: jdoe2@dmail.dixie.edu). Your student will use their user name (example: jdoe2) and a special password to access their account. Our office does not have access to their password. The college should provide this information to your student, through regular mail. However, if your student doesn't receive this information, please contact the Help Desk in person, as this information will most likely not be given out over the telephone. Their office is located in the Smith Computer Center, and the telephone number is 652-7951, or you can contact them by email at helpdesk@dixie.edu. Also, for additional information, please review their web page at www.dixie.edu/helpdesk/dmail.php. **PLEASE DO NOT PROCRASTINATE ACCESSING THIS INFORMATION.**

→ **Blackboard Vista.** Your student will access this web site using their dmail username and password; please review how to access their account as listed above. Because your student is new to this web site, they can review a tutorial by going to www.dixie.edu, then to Welcome to DSC, click on the 'Online Courses' link, and then to Blackboard Vista Tutorial. In order to login and use Blackboard Vista, your student must go to Welcome, to DSC again and click on that link. If your student has trouble accessing this information, please contact the Help Desk in person, as this information may not be given out over the telephone. Their office is located in the Smith Computer Center, and the telephone number is 652-7951, or you can contact them by email at helpdesk@dixie.edu. Our office does not have access to this information. Blackboard Vista is a learning management system. It is an online system for students and instructors to share content, assignments and other materials necessary for their education. As most instructors will use this system, please become familiar with the information listed on this web site. AS REQUIRED, PLEASE DO NOT PROCRASTINATE ACCESSING THIS INFORMATION.

→ **Personal E-mail.** If there are any concerns, our office will contact parents and students using the email addresses that have been provided on the concurrent enrollment application. Please watch your emails for messages from our office, do not delete this information until you have responded to our requests, as needed.

→ **Admission Fee.** If your student is new to Dixie State College, you are responsible to pay the non-refundable one-time \$35.00 admission fee, as indicated in the box below. You can pay this amount at the cashier's office by telephone at 652-7605, or in person, with a debit or credit card (Visa, Mastercard or Discover) and no convenience fee will be charged to you. American Express is not accepted at the cashier's office. You can also pay in person with cash or a check. Checks can also be sent by postal mail. If you pay online at www.dixie.edu, Mastercard, Discover and American Express are the only cards accepted. Also, a 2.75% convenience fee will be added to the price. Visa is not accepted online. **Please reference your student's college ID number (as provided above) when providing payment.** The cashier's office is located on the second floor of the Whitehead Student Service Center (just north and across the bridge from the Dixie State College Bookstore). **Please provide payment no later than Monday, August 22, 2011.**

→ **Class List.** Your student is enrolled in the following classes. Please review the attached printed schedules for more detail.

CLASSES	CREDITS	CLASS FEES (As applicable)	AMOUNT DUE (Fees are subject to change)
Admission Fee			
TOTAL:			

→ **IF YOUR STUDENT WANTS TO MAKE CHANGES TO THEIR COLLEGE SCHEDULE, PLEASE DO NOT GO ON TO THE REGULAR COLLEGE WEB PAGE AT WWW.DIXIE.EDU TO DROP AND ADD CLASSES. YOUR STUDENT DOES NOT HAVE ACCESS TO OUR CONCURRENT ENROLLMENT V SECTIONS. THEREFORE, YOUR STUDENT CAN'T DROP A CLASS AND RE-ENROLL IN ANOTHER V SECTION. INSTEAD, THEY WOULD BE REQUIRED TO RE-ENROLL IN A REGULAR COLLEGE SECTION, AND IF THEY ENROLL IN A REGULAR COLLEGE SECTION YOU WILL BE CHARGED FOR THOSE CLASSES. OUR OFFICE DOESN'T KNOW THAT CHANGES ARE MADE UNLESS SOMEONE CONTACTS US. ALSO, THE ONLY WAY TUITION COMES OFF OF THEIR ACCOUNT IS IF THEY ARE ENROLLED IN A V SECTION, WHICH WERE ONLY CREATED FOR CONCURRENT ENROLLMENT STUDENTS. THIS IS ALSO HOW WE KEEP TRACK OF OUR STUDENTS. PLEASE MAKE ALL CHANGES THROUGH THE CONCURRENT ENROLLMENT OFFICE AT THE COLLEGE.**

→ **Class Fees.** As listed above, some classes may require additional class fees, which the student/parent are responsible for. (This information was also provided on the list of approved classes.) Your student will also be notified of class fees in their syllabus, which they will receive on the first day of class. **Please pay any class fees (as applicable) at the cashier's office using one of the following methods.** You can pay class fees at the cashier's office by telephone at 652-7605, or in person, with a debit or credit card (Visa, Mastercard or Discover) and no convenience fee will be charged to you. American Express is not accepted at the cashier's office. You can also pay in person with cash or a check. Checks can also be sent by postal mail. If you pay online at www.dixie.edu, Mastercard, Discover and American Express are the only cards accepted. Also, a 2.75% convenience fee will be added to the price. Visa is not accepted online. Please reference your student's college ID number (as provided above) when providing payment. **Please pay class fees no later than Tuesday, September 6, 2011.**

→ **Tuition.** High school students within the Washington County School District will have their tuition paid through state funds; however, concurrent

enrollment classes must be taken from the approved semester class list. Approved classes have a 'V' after the course and section number. **Students are no longer eligible to combine personal (those that you pay for) and concurrent enrollment classes.**

→ **Textbooks.** **Your student is required to purchase their own textbooks.** Please contact the Dixie State College Bookstore with any questions and their telephone number is (435) 652-7644. They are located in the Gardner Center on the second floor; please see the enclosed map for the campus location. Or visit their web page at <http://www.bookstore.dixie.edu>. When purchasing textbooks at the bookstore, books are shelved in alphabetical order, then by class and section number (example: ENGL 1010 01 – don't worry about the V, as it only indicates that your student is in a concurrent enrollment section and you won't find that listed on the bookshelf). Please use your student's schedule as a reference when buying books. Please keep your college bookstore receipt and note when refunds (for those students who drop classes by the appropriate deadline) and book buy-backs occur (at the end of the semester). At book buy-backs, do not expect a full refund for your student's textbooks, it is usually ¼ to ½ of the original cost, depending on future use of the textbook, etc.

→ **Class Schedule.** As provided through postal mail, your student will have two copies of their class schedule; one copy is for your student and the other is for their high school counselor. Please review this schedule for the days of the week, times of the day, and class location before attending class.

→ **Class Syllabus.** Students will receive a class syllabus during the first week of the semester. This syllabus will list all information relating to attendance, class participation, reading assignments, homework, labs, exams, and/or tests. The instructor will also inform the students of any class requirements, such as supplies or class fees. Please abide by the syllabus as this is a contract between the student and instructor and it will enable your student to be successful in accomplishing their goals. **CLASSES ARE COLLEGE LEVEL SO STUDENTS SHOULD PLAN TO SPEND TWO HOURS OUTSIDE OF CLASS FOR EACH COLLEGE CREDIT (example: 3 credit course = 9 hours total per week; three in class and six out of class).** **IN ORDER FOR YOUR STUDENT TO RECEIVE GOOD GRADES, THEY MUST COMPLETE TESTS AND ASSIGNMENTS BY THE POSTED DUE DATES.** Attendance is also a crucial element and the instructor will monitor the students. Students should notify their instructor(s) if they are planning to be absent from class. The instructor should list their contact information on the class syllabus.

→ **Library 1010 (LIB 1010) Class Instructions.** **Students, please check your college schedule to see if you are enrolled in this class and begin this class as requested below.** If your student is enrolled in ENGL 1010 – Introduction to Writing, they are automatically enrolled in Library 1010 (LIB 1010 - Information Literacy), which is an online class, unless they have taken it previously. To begin this class, on the first day of the semester, please go to www.dixie.edu, to 'Welcome' and look for the Library link, then to Information Literacy, to LIB 1010 syllabus – Fall 2011, and read the syllabus that is provided. Once you have read the syllabus, you must gain access to the online course via Blackboard Vista in order to begin the class, then follow the directions provided. **You will need to know your D-mail address and password to access this class; follow the directions listed under D-mail Account.** **After the fourth day of the semester, an assignment will be due. Do not procrastinate accessing this course!** If you have trouble accessing this course, please contact one of your instructors by telephone or email. They are David Zielke (652-7716 or zielke@dixie.edu), Linda Jones (879-4243 or ljones@dixie.edu), and Daphne Selbert (652-7711 or selbert@dixie.edu). **This class requires dedication and commitment!**

→ **Block and Online Classes.** In the college catalog, there are a number of block and online classes listed. However, those classes are not listed in the approved list of concurrent enrollment classes. As a rule, most school districts won't provide funding for block or online classes as those classes

can be very challenging for most students. Therefore, we won't provide these classes as an option for concurrent enrollment. LIB 1010 is the only exception to this rule, as this class is required with ENGL 1010. Please do not request these classes through concurrent enrollment.

→ **Important Deadlines. Please note the following information relating to the college fall semester deadlines.**

Please contact the Dixie State College Administrative Assistant over Concurrent Enrollment and your high school counselor before 'dropping or adding' a concurrent enrollment class.

- The last day to **add classes without instructor permission** is Wednesday, August 24, 2011. We will **not** enroll concurrent enrollment students after the first week of the semester as it can be very difficult to meet the requirements of the class.
- On Tuesday, September 6, 2011, \$50.00 will be **added for late payment of class fees** (as applicable); classes could also be dropped for non-payment.
- The last day for a **100% refund of class fees** (as applicable) is Monday, September 12, 2011. (Payment of admission fees does not apply as they are non-refundable.) **In order to receive a refund of class fees (as applicable), please drop classes prior to this date.** If students drop classes **after** this date, any class fees (as applicable) will remain on their account until the amount is paid, even if the student enrolls again in a different semester. **Also, if your student drops their classes by this date, the school district will not be billed for their tuition, thus saving them money.**
- For any classes dropped after Monday, September 12, 2011, students will receive a "W" on their transcript. This does not affect their GPA; it only indicates that your student withdrew from a class.
- The last day to **add classes** is Friday, September 16, 2011. **However, high school students will not be enrolled this late in the semester as it is too difficult to meet the requirements of the class.** Also, our state reporting system has been completed prior to this date.
- The last day to **drop individual classes** is Monday, October 17, 2011. **Please drop classes by this date to avoid failing grades.**
- The last day for **complete withdrawal, from all - not individual classes,** is Friday, November 11, 2011. **This is your student's last opportunity to drop classes, please do so accordingly. Please drop classes by this date to avoid failing grades.**
- If your student **drops out of, or quits attending a class, and does not report it to the Dixie State College Administrative Assistant over Concurrent Enrollment by the college deadline(s), your student will receive an "F" on their college transcript.** All grades received become a permanent record on student transcripts. If students fail a class at the college, no high school credit will be given and graduation may be in jeopardy. Also, students receiving failing grades **will not** be approved to register for concurrent enrollment classes in future semesters. They can enroll in regular college sections (without the V after the section name and number); however, all of the tuition and fees become their/your responsibility.
- If your student receives a poor or failing grade and they want to repeat it so that the grade is removed from their GPA, they must go to the registrar's office, enroll in the class, and fill out a class repeat card. Once they complete the class, the new grade will be counted in their GPA. However, the poor or failing grade will remain on their transcript. Remember, the school district **does not pay** for students to repeat classes; therefore, students/parents are responsible to pay the tuition and fees for those classes. Please check with the college representative or your high school counselor if you have any questions.
- Fall semester classes will **end** on Friday, December 9, 2011 with final examinations arranged from Monday, December 12 through Friday, December 16, 2011. In order to receive a final grade, students are **required** to complete final exams. The instructors will provide test dates to the students.

→ **A/P Test Scores.** Some students will request A/P test scores to be posted at Dixie State College. Please be aware that the college charges the student \$25.00 for each test, which is due prior to input. Please make arrangements to pay this amount as required. Once the fee is paid, please take your

scores to the registrar's office and they will post the scores. Our concurrent enrollment office needs to be notified once this process is complete.

→ **Transportation.** The Washington County School District has discontinued bus transportation from the high schools to the college, except for Hurricane High School. If you are a Hurricane High School student, please contact your counseling office or check your school district bus schedule for pick-up and drop-off information. Dixie State College does not arrange transportation.

→ **Parking Stickers.** **Parking stickers are only required for college parking lots; students can park on the city streets without a permit.** If your student wants to purchase a Dixie State College parking sticker, please read the following information. The cost per year is \$20.00 (subject to change). When paying with cash or check, no credit or debit cards, please purchase parking stickers at the Security Office, which is located in the little building on the corner of 300 South and 800 East. Their office hours are Monday through Friday from 10:00 am to 4:00 pm. The cashier's office no longer takes payments. If you want to pay with a debit or credit card, you must pay online at www.dixie.edu/publicsafety/parking_services.php and double-click on the DSC parking link. In order to pick up your parking sticker, you must present your printed online receipt at the security office. If you have any questions, you can reach them by telephone at 652-7515.

→ **College ID Card.** Concurrent enrollment students can acquire a college ID card; however, this card is also used as a debit card. Therefore, if money is added to this card, remember that monthly interest fees will be withdrawn from the balance. Please discuss this with your student before purchasing this card and if you are interested, please send them to the registrar's office. The cost of the card is approximately \$5.00 (subject to change) and their photo will be taken. If you need additional information, please contact the registrar's office by calling 652-7702.

→ **Calendar.** Dixie State College holidays and vacation days may differ from the high school schedule. **Students must adhere to the college schedule. Please use the attached calendar as a guide.**

→ **Disability Resource Center (DRC).** The Disability Resource Center (DRC) is pleased to provide accessibility services to qualified individuals with disabilities. To receive accommodations from Dixie State College students must disclose their disability and provide and maintain appropriate documentation if accommodations are desired. As applicable, please call 652-7516 to discuss options for your student.

→ **College Degrees.** If your student wants information relating to degrees/degree requirements, please contact the Dixie State College Advisement Office. Each high school in the Washington County School District has been assigned a college adviser and meeting with these individuals is strongly recommended. You can contact them in person on the second floor of the Whitehead Student Service Center or make an appointment by telephone at 652-7690. Information relating to degrees can also be found on the college web page at www.dixie.edu under college catalog.

→ **School Relations.** If your student wants additional information relating to Dixie State College, including a campus tour, please contact the School Relations Office at 652-7590.

→ **Financial Aid.** Financial aid is not available to concurrent enrollment students because they receive state funding. However, once your student gets ready to graduate from high school and if they are planning to attend Dixie State College as a freshman, please visit our financial aid web site at www.dixie.edu/financial/scholarships to receive answers to your funding questions. You can also contact their office at 652-7575.

→ **College Transcripts**. If your student needs a copy of their college transcript to be provided to their high school or another college/university, please contact the registrar's office by calling 652-7701. The charge is approximately \$5.00 for an official (sealed) transcript and \$2.00 for an unofficial (not sealed) copy. Please be prepared to pay this fee.

→ **College Enrollment Status**. Your student will currently be enrolled as concurrent enrollment, non-degree seeking. If your student is a senior and plans to apply for admission at Dixie State once they graduate from high school, they must contact the college registrar's office to reapply for admission as a freshman. Their telephone number is 652-7701. High school transcripts and ACT scores will be required when re-applying; however, once the \$35.00 admission fee is paid, they won't owe it again.

→ **Spring Semester Concurrent Enrollment Classes**. Your student is only enrolling in classes for fall semester of 2011 (August 22-December 16). Registration for spring semester 2012 (January 9-May 3) begins on Monday, November 12, 2011. Your high school counseling office or college representative will have flyers at that time. Please contact them for this information.

Please be aware that high school students who have not graduated are not eligible for concurrent enrollment funding during the summer term.

→ **Enclosures:** ⇒ **Two Class Schedules (sent by postal mail); please provide a copy to your high school counselor.**
⇒ Campus Map ⇒ Calendar ⇒ CIS Disclosure Statement ⇒ FERPA Regulations (privacy act)

If you have any questions or concerns, please contact the Dixie State College Administrative Assistant over Concurrent Enrollment:
Sheila Cannon * Telephone: 652-7739 * Fax: 879-4031 * Email: cannon_s@dixie.edu *
* Udvar-Hazy School of Business Building, Office #321 *

Becky Smith, Associate Dean
Academic Outreach, Dixie State College

David Gardner, CTE Director
Washington County School District

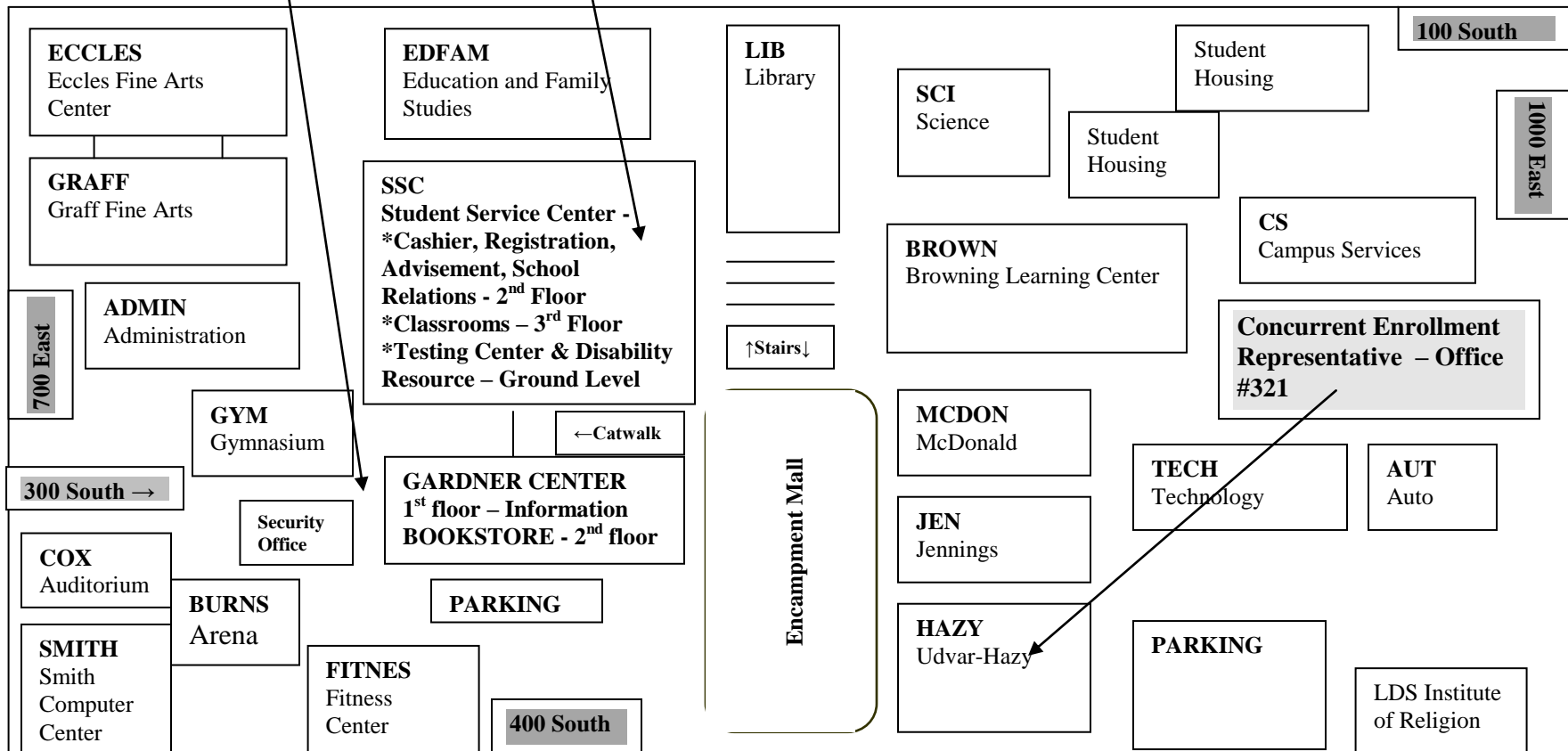
DIXIE STATE COLLEGE CAMPUS MAP FOR CONCURRENT ENROLLMENT

Pay the admission and class fees at the Cashier's Office. Parking stickers are to be purchased at the Security Office (good for one year).

NIB
North Instructional Bldg

NPLAZA
Art
(DXATC is moving)

UNIVERSITY PLAZA
1071 East 100 South (north side by the freeway overpass) - **Building D**



Note: All classes relating to Health Sciences (C N A, EMT, HLOC) will be taught at the Russell C. Taylor Health Sciences Building, located at 1526 Medical Center Drive, just northeast of Dixie Regional Medical Center. Please check building locations for each class.

**DIXIE STATE COLLEGE/WASHINGTON COUNTY SCHOOL DISTRICT CONCURRENT ENROLLMENT CALENDAR
FALL SEMESTER 2011**

DIXIE STATE COLLEGE		HIGH SCHOOL	
August 22:	Class work begins; admission fee due (as applicable)	August 15:	Class work begins
*August 24:	Last day to ADD classes without instructor permit		
September 5:	NO SCHOOL – Labor Day	September 5:	NO SCHOOL – Labor Day
*September 12:	\$50 added for late payment of class fees (as applicable; classes could be dropped for non-payment of fees.		
*September 12:	Last day for 100% refund of class fees (as applicable) , NO refund after this date; please drop classes by this date. A withdraw (W) grade will be assigned to any classes dropped after this date.		
-			
*September 16:	Last day to ADD classes; however, high school students will not be enrolled this late in the semester		
October 13, 14:	NO SCHOOL – Semester Break	October 13, 14:	Fall Break – NO SCHOOL
*October 17:	Last day to DROP individual classes		
*November 11:	Last day for COMPLETE WITHDRAWAL from all classes		
November 16:	NO SCHOOL – Career Day		
November 23-25:	NO SCHOOL - Thanksgiving	November 23-25:	NO SCHOOL – Recess Day and Thanksgiving Break
December 9:	Classes End	December 22 -	NO SCHOOL – Winter Holiday
December 12-16:	Final Examinations	January 2, 2012	
December 19- January 8, 2012:	Winter Break	January 3, 2012:	NO SCHOOL – Teacher Prep Day
January 9, 2012:	Spring Semester Begins	January 4, 2012:	3rd Quarter Begins

Millcreek and Enterprise High School -calendars may vary; check the school district calendars for this information.

***Please contact the college concurrent enrollment secretary AND your high school counselor if you are adding OR dropping a class before the appropriate deadline(s). Do not assume that you can attend a class without being enrolled OR that you can stop attending class and be automatically dropped.**

Note: Students receiving “F” grades WILL NOT be approved to register through concurrent enrollment for the next semester and beyond. Please drop classes by the college deadlines. Check with the concurrent enrollment administrative assistant or your high school counselor if you have any questions. Final grades are a permanent record on your college transcripts and could affect high school graduation.



Agreement between holders of Computer Accounts and Dixie State College

This document is only required if you are using on-campus computers. Please turn it into the Grading Station at the Smith Computer Center, as needed. Please wait until the semester begins before submitting this form.

This is an agreement between you and Dixie State College. It relates to the rules and regulations pertaining to your use of a personal electronic e-mail account, miscellaneous other computer services accounts, your use of the Labs, Classrooms, and other computer services available through these facilities for your academic information needs, including but not limited to the Internet, and other internal and external computer networks.

By signing below you agree to abide by the rules and regulations contained in this agreement and any amendment Computer Services makes reasonably available to users by posting it on our Labs Web page, or in the Dixie State College Computer Labs. We reserve the right to modify these rules and regulations at any time and at the same time inform users of any changes or modifications. Failure to meet the requirements contained in this agreement and any current amendments can result in loss of computer privileges as well as Dixie State College specific, or even local, state or federal legal penalties.

Accounts and Passwords: Dixie State College Network accounts are available to current Dixie State College Students, Faculty, Staff and Administrators free of charge. Accounts are assigned only to individuals and **may not be shared**. The account holder agrees to use the account for educational or private use. **You may not use the account for commercial or profit making purposes**. We reserve the right to delete inactive accounts or if the account holder no longer qualifies.

- The servers used to provide e-mail accounts to the campus are finite resources that have limited disk space. Please keep your account cleaned out. You also need to be aware that you are responsible for backing up or keeping copies of anything on the server important to you. These servers are not perfect and fail with some regularity. **Protect Yourself and your data!**
- The account holder agrees to never attempt to break into, crack or otherwise gain inappropriate access to Dixie State College Computing resources or the account or data of another person.
- The user agrees to use these resources responsibly. By this we mean that you don't do anything improper or illegal. This includes participating in the copying or distribution of licensed software without proper authorization from the copyright holder.
- There is a lot of information available on the Internet that is not academically enriching in any conceivable way. We reserve the right to limit your use of Lab computers if you are chatting, surfing the Web, MUDding, or otherwise using the network recreationally. Usually we will be doing this because there are students waiting in line in order to use the computers for academic purposes.
- We are concerned about the use of our facilities to engage in libel or hate speech. Please don't.
- We also try to be sensitive to the need to maintain a threat free environment in this public place. This means that if you are surfing in an area of the net that has pornographic or offensive images or text and it is visible to other patrons, you will be asked to cease your activity. If you are likely to fall into this type of thing please arrange for home Internet services from a commercial Internet services provider (ISP) and not a public tax supported institution.

I agree to abide by all of the policies and regulations explained above.*

Student Signature _____ Date _____

As the parent /guardian I have also read and understand the policies explained above.

Parent/Guardian Signature _____ Date _____

Family Educational Rights & Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, guarantees confidentiality of information in a student's education record that is not classified as "open directory." FERPA grants students the right to inspect and review their educational records, to seek to have records amended, and to have limited control over the disclosure of information contained in the records.

An educational record is defined as all records including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, or microfiche, that include information that directly relates to the student and are maintained by the College. The exceptions to the above are: 1). sole possession records (maintained by the creator, i.e. personal notes), 2). Law enforcement records, 3). employment records, 4). health records, and 5). alumni records.

FERPA allows for the release of directory information, that is, information that is not considered harmful if released. Dixie State College has designated open directory information as the following:

- **Student's full name;**
- **Address - local, permanent and e-mail;**
- **Date and place of birth;**
- **Major field of study;**
- **Participation in officially recognized activities and sports;**
- **Student's photograph;**
- **Height and weight if a member of an athletic team;**
- **Dates of attendance;**
- **Awards and degrees received;**
- **Most recent previous school attended;**
- **Classification.**
- **E-mail address**

Students have the right to withhold from the public directory information while enrolled. To do so, the student must file a request each school year in the Registrar's Office. Students may make a request to prevent disclosure of directory information by completing the appropriate form and returning it to the Registrar's Office.

A parent or guardian may have access to non-directory student information if the student is claimed as a dependent for federal income tax purposes for the year preceding the semester and for the year during which that semester occurs. If the student is not a dependent, the student must be willing to complete a consent form to release that information. Affidavits of dependency (Parental Affidavit for Academic Information) and Student Consent forms are available from the Registrar's Office. Faculty and staff may have access to and use of student directory and non-directory information so long as it is for purpose of conducting official college business.

Institutions may disclose information with the consent of the student. Such consent must include specific records that may be disclosed, purpose of the disclosure, and the persons to whom the disclosure may be made. "Blanket disclosures" are not acceptable. In certain instances, the College

may disclose information without written consent of the student. These instances include other school officials, in connection with financial aid, subpoenas, accrediting organizations, state and local authorities, Dept of Ed, etc.

Dixie State College reserves the right to refuse to permit a student to inspect the following records:

- Financial statements of parents;
- Letters and statements of recommendation for which the student has waived his or her right to access, or which were placed in the file before January 1, 1975;
- Those records which are excluded from FERPA definition of education records.
- The College reserves the right to deny transcripts or copies of records not required to be made available by FERPA if the student has an unpaid financial obligation to the College, OR if there is an unresolved disciplinary action against the student.

A student may request to have records corrected that they believe to be inaccurate, misleading, or in violation of their privacy rights. To request a change, the student must first contact the VP, Student Services, identifying what he/she would like changed and why. This request must be done in writing. If the student's request is denied, the student has the right to a hearing. Should such a request be ultimately denied, the student has the opportunity to place a statement challenging the information and/or disagreeing with the determination of the hearing. If the College at any point in the process determines the request valid, the record will be amended and the student will be notified in writing. By policy, the College's custodian of records is the Registrar.