

**Student Rights to Their Records**

The Family Educational Rights and Privacy Act (FERPA) of 1974, Public Law 93-380, as amended, provides that Grays Harbor College students have: (1) the right to inspect their educational records that are maintained by Grays Harbor College; (2) the right to a hearing to challenge the contents of those records when they allege the records contain misleading or inaccurate information; (3) the right to give their written consent prior to the release of their records to any person, agency, or authorities. Information about specific procedures is available upon request from the Office of Admissions and Records.

**Confidentiality of Student Records**

Grays Harbor College complies with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) concerning the information which becomes a part of a student's permanent educational record and governing the conditions of its disclosure. Procedural guidelines governing compliance with this statute have been developed and are available through the Office of Admissions and Records. The following directory data is considered public information and may routinely be given in response to requests: student's name, mailing address, e-mail address, major field of study, participation in officially recognized activities or sports, height and weight of athletic team members, dates of attendance (includes verifying current quarterly enrollment), part time or full time enrollment status, tuition and fees owed, degrees and certificates received or not received, other institutions attended, veteran status, honors and awards received, and photographs. Any student wishing to have such information withheld when inquiries are received must notify the Office of Admissions and Records in writing.

Persuant to the Solomon Amendment, Grays Harbor College is required to provide some or all of the following information, upon request, to representatives of the Department of Defense for military recruiting purposes: student's name, address, telephone listing, date of birth (17 years or older), level of education, and academic major (for currently enrolled students only).

**Social Security Number (SSN)**

To comply with federal laws, Grays Harbor College is required to ask for the student Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). GHC will use the student SSN/ITIN to report Hope Scholarship/Life Time tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If a student does not submit their SSN/ITIN, they will not be denied access to the college; however, they may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e) (4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect the student SSN from unauthorized use and/or disclosure.

**Student Identification Number (SID)**

Each student will be assigned a nine-digit number that will be used as a Student Identification Number (SID). This is the number that will be used for identification purposes on course rosters, college identification cards, etc. The SID will be assigned automatically upon admission to the college or upon first-time enrollment in community special interest or other courses. Questions concerning student identification numbers can be addressed to the Associate Dean for Student Services.

**Personal Identification Number (PIN)**

Grays Harbor College issues two different personal identification numbers to students.

1. **Global PIN:** This is a six-digit number that will be randomly assigned by the Admissions and Records Office. It is mailed to each new student. Use Student Global PIN, and student SID to access the following information see: (<http://www.ctc.edu/~grays/student>).
  - Degree audit
  - student class schedule ("Student Schedule")
  - Unofficial transcript ("final term grades" will be shown here)
  - Financial Aid inquiry
2. **Registration PIN:** This is also a randomly assigned six-digit number assigned by Admissions and Records and given to the academic advisors only before the start of advising for each quarter. Students obtain this PIN from their advisor to be used for registration via the World Wide Web. Registration PINs change every quarter.

**Official Transcript**

An official transcript is a copy of the student's permanent grade record which is signed by the appropriate student records officer and carries the official seal of the College. If a student is to furnish an official transcript to another college or university, it usually must be mailed directly to the registrar of that institution.

### Transcript Requests

Students requesting release of transcripts to employers or other colleges must do so in writing. The request should include their name, address, Student Identification Number and/or Social Security Number, former name (if applicable), signature and period of attendance. A form is available at the Admissions and Records Office or on our website at [www.ghc.edu/transcript\\_request.pdf](http://www.ghc.edu/transcript_request.pdf).

### Advanced Placement

Grays Harbor College will give advanced credit to students who have completed Advanced Placement Tests of the College Board. Tests can be taken at local high schools and are scored by the College Entrance Examination Board in Princeton, New Jersey. A variety of subjects are available. Students must achieve a score of 3, 4, or 5 to receive "Pass" credit at Grays Harbor College for each test. (No letter grades are awarded for these test scores.) There is a fee for taking the test. It is recommended that students verify with other institutions if the test score will be accepted for transfer. Further information can be obtained from the Counseling Center or the high school counselors.

### College Level Examination Program (CLEP)

Students who are well prepared in a specific subject may attain credit through the College Level Examination Program (CLEP). A variety of subjects are available. Students must achieve a score of 50 or higher in all subjects except Foreign Language above the 121 level. All Foreign Language 122 or higher will need a score of 62 or higher. These scores give the student a "Pass" credit at Grays Harbor College for each test. (No letter grades are awarded for these test scores.) A limit of 45 quarter credits can be applied towards a degree at Grays Harbor College through the CLEP program. It is recommended that students verify with other institutions if the test score will be accepted for transfer. There is a fee for taking the test. For further information, contact the Counseling Center.

### Change of Major or Advisor

A student who wishes to change majors or advisors must obtain a Major and Advisor Change Form at the Office of Admissions and Records. The completed form must be returned to the Office of Admissions and Records. When a student is changing advisors the form must be signed by the new advisor.

### Change of Address

Students should report any change of address at once to the Office of Admissions and Records, where they will complete a "Change of Directory Information Form" indicating the change. Students should also notify the Financial Aid Office or the Business Office, if appropriate.

