OVERVIEW

This topic will explain how to restrict directory information in SIS.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. **Student Home** appears. Click the **Profile** tile.

2. From the left side navigation pane, click **Privacy Restrictions**.

3. Click **FERPA/Directory Restrictions** to expand the section.

4. Click **Restrict All** to restrict information.*

5. To remove the restriction, click **Clear All.**

*Per the provisions of the Family Educational Rights and Privacy Act, Case Western Reserve University may not release personally identifiable student records to third parties, with certain specific exceptions, unless the third party has requested the information in writing and the student has consented, again in writing, to its release. The university may release Directory Information about a student, however, unless the student submits a request that any or all such information not be released.

For more information, please see Case Western Reserve University's interpretation of the Family Educational Rights and Privacy Act.