Office of the Registrar
Student Data Request Form
For On-Campus Departments and Organizations

Attention: Information provided to your office/department/organization MUST NOT be distributed to a third party.

Requesting Person *

Name: _____ Dept/Office/Organization: _____

Phone: _____ Campus E-mail: _____@uncw.edu

* Student organizations **must** have requests approved and emailed by their Faculty Advisor.

Data Format

☐ Excel file ☐ CSV file ☐ MS Word document ☐ PDF document

☐ Other (specify): _____

SSRS Report Manager

☐ Check here if you would like this report to be deployed to the SSRS report manager (if possible). These reports are available to be run as-needed by departmental support staff.

Date Needed: _____/_____/_____ **Please allow at least 7-10 working days for requests.**

Description of Request

Please be as specific as possible.

List Sorting Order (i.e., sort by student name, GPA, ZIP code, etc.)

Sort first by: _____

Then sort by: _____

Additional sort instructions: _____

Prior to submitting this form, please review the Federal Educational Rights and Privacy Act (FERPA) and Directory Information page on the Office of the Registrar website. Requests that include e-mail address information will also be bound under the federal CAN-SPAM Act.

☐ I have reviewed the information listed above and agree to abide by the regulations specified under FERPA, the federal CAN-SPAM Act, and the University of North Carolina Wilmington.

Typical turnaround time for student data requests for on-campus departments and organizations is 7-10 working days. It is our policy that we only provide student data once per semester for a given organization.

Student data requests may be submitted online via e-mail, faxed to 910-962-3887, or mailed to the Office of the Registrar. **E-mailed requests will be accepted only from a valid UNCW faculty or staff email account.**

(03/2010)

E-mail Form | Print Form | Clear Form