

NORFOLK STATE UNIVERSITY ESTABLISHES A NEWSLETTER FOR PARENTS

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In an effort to keep parents, guardians, and caregivers (hereby referred to as parents) informed and abreast of important matters, a monthly newsletter has been implemented. Entitled "Staying Connected." our goal is to keep you linked, knowledgeable, and up to date.

This month's issue will explore the Family Educational Rights and Privacy Act, known as FERPA, and what your rights are regarding your student's educational records. We will also offer tips in applying for aid using the online Free Application for Federal Student Aid (FAFSA), discuss the implementation of a Parents Club, and

other important issues of interest to you.

As the spring 2008 semester moves forward, important dates and events are as follows:

- ◆ **March 3–8** Mid-Semester Advisory Period
- ◆ **March 10 –16** Spring Break for Students
- ◆ **March 28**—Last Day to Drop a Course with Penalties
- ◆ **March 31**- Registration for Summer and Fall 2008 Semester Begins
- ◆ **May 2** Classes End (Last Day to Withdraw from the University)

◆ **May 3–9** Final Examination Period

◆ **May 10** Commencement

NSU TRIVIA

Are you connected? How much do you know about Norfolk State University?

1. What is E-Commerce?
2. What is the fee for the FAFSA application?
3. What web tool allows view access to course offerings, academic and financial information?

The first two parents to answer all three questions correctly will win a prize. **Call 757-823-8673.**

STAYING CONNECTED WITH THE NSU PARENT'S CLUB

In conjunction with The National Organization for College Parents, plans are underway for a Parents Club at NSU. It will provide an avenue for you, our valued parent, to remain actively involved in your student's education.

The goal is to advocate issues and interests of parents, share insight and knowledge in an atmosphere of teamwork, empowerment, and respect.

Parents of member colleges have found tremendous

benefits for their students, including connections to jobs and internships, as well as financial resources.

You will be invited to the campus for a meeting in November, during Parent's Weekend.

FERPA AT A GLANCE

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's educational records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules.

Does FERPA give me a right to see the education

records of my son or daughter who is in college?

When a student turns 18 years old or enters a post-secondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student ("eligible student"). An eligible student is defined as a student to whom the rights have transferred. As such, Norfolk State University's practice is as follows:

A student's scholastic record is not available without the student's written consent.

During New Student Orientation, students are provided with the required forms to permit parents access to their financial, scholastic, and disciplinary records for the tenure of enrollment with Norfolk State University.

For further information about FERPA, contact the Department's Family Policy Compliance Office at 202-260-3887 or visit www.ed.gov/policy/gen/guid/

WHAT IS DIRECTORY INFORMATION?

FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed.

The following information has been declared "Directory Information" and may be released by Norfolk State University ,

without prior consent of the student:

- ⇒ Name
- ⇒ Address
- ⇒ Date and place of birth
- ⇒ Major field of study
- ⇒ Participation in official activities
- ⇒ Weight and height of

athletic team members

- ⇒ Dates of attendance
- ⇒ Enrollment Status
- ⇒ Degree
- ⇒ Honors and awards received
- ⇒ Previous educational agency or institution attended

GAINING ACCESS TO PERSONAL RECORDS

Access to personal records and files is guaranteed to every student and subject only to regulations as to time, place, and supervision. Members of faculty with administrative assignments may have access for internal educational purposes as well as for routinely necessary administrative and statistical

purposes.

Properly identified officials with federal, state, and local government agencies may be given the following information: name and address of parent or guardian if student is a minor and any information required under legal compulsion.

Unless under legal compulsion, personal access to a student's file is denied to any person making an inquiry.

Thanks to the Family Policy Compliance Office for use of FERPA information in this newsletter.

FINANCIAL AID AWARENESS MONTH

February is Financial Aid Awareness Month. Now is the time to plan for 2008-2009. Throughout the month, the Financial Aid Office is hosting a number of events designed to improve financial literacy, deliver financial aid and scholarship information, and provide personalized assistance to both current and prospective students. You and your student are encouraged to participate in these activities. Some

of the events are as follows:

- **February 14** FAFSA Workshop
- **February 20** Financial Literacy Workshop
- **February 21** Scholarship Essay Writing Workshop

Visit www.nsu.edu/financialaid/ for complete details.

Contact Information

757-823-8381
1-800-365-5517

Voice Response System

757-823-2501

Fax

757-823-9059

Counselors/Financial Aid

Last Names A-L
dlblount@nsu.edu
Last Names M-Z
pmouser@nsu.edu

NOW IS THE TIME

Now is the time to have your son or daughter to complete the **Free Application for Federal Student Aid (FAFSA)**. The priority deadline for submission is **March 15**.

Financial aid is available for students from federal and state sources, institutional grants, loans, and work-study awards. Students are awarded based

on their eligibility and the availability of funds at the time of awarding. Timing is very important! Have your student to complete the FAFSA five months before the term. Information is available on our website at <http://www.nsu.edu/financialaid>. You may also contact the Financial Aid office at 757-823-8381 or 1-800-365-5517 for additional infor-

mation.

The Federal School code for NSU is **003765**.

We offer a number of academic and athletic scholarships. Priority is given to early applicants.

To obtain a listing of academic scholarships, visit us at www.nsu.edu/financialaid/scholarships.html.

Financial aid eligibility processing cannot be continued until all documents required for verification have been received. Most documents can be faxed to the Financial Aid Office at 757-823-9059.

PARENT TIPS FOR FAFSA SUBMISSION

- Apply using FAFSA on the Web at www.fafsa.ed.gov
- If parent information is provided on the FAFSA, you must sign electronically. You will need to apply for a PIN number or use your previous one.
- Gather your social security number, federal tax information or tax returns, including W-2 information for the year prior to the term in which your student is applying.
- Gather records of untaxed income, such as Social Security benefits, Temporary Assistance for Needy Families (TANF), and veterans benefits
- Upon receipt of the Student Aid Report, make any corrections by April 30.
- Call 1-800-4-FED-AID for assistance.

NSU

Customer Care Center
 700 Park Avenue
 Norfolk, Virginia 23504
 Phone: 757-823-8673
 E-mail:
 mdmarable@nsu.edu

Thank you for visiting our Customer Care webpage. We hope that you have enjoyed this issue of “Staying Connected,” a newsletter designed just for you. Be sure to let us know of articles you would like to see in upcoming issues. Please mark your calendar for our next issue, March 8.

Each month, “Staying Connected” will feature a parent. The March issue will feature winners of the NSU Trivia Contest.

Our goal is to provide you with the ultimate customer care experience. Please know that as our partner in education, you are valued, appreciated, and important to us. May we help you?

Let’s stay connected!

We want to exceed your expectations!

**CAMPUS DIRECTORY
 757 AREA CODE**

ACADEMIC SCHOOLS

Business— 823-8920
Education— 823-8701
Liberal Arts—823-8118
Science & Technology—823-8180
Social Work—823-8668

ADMIN. SERVICES

Admissions—823-8396
Bookstore—823-2037
Career Services—823-8462
Cashier’s Office—823-8462
Counseling Center—823-8542

Disability Svcs.—823-2014
Financial Aid—823-8381
First Year Experience—823-8507
Graduate Studies—823-8015
Judicial Affairs—823-8222
Library—823-8873
Post Office—823-8332
Housing—823-8407
Student Accounts—823-8381
Student Center—823-8200
University Police—823-8102
Veteran Affairs—823-2586