Dear Students:

Exciting news! Starting this June, a new WebAdvisor feature will be available to the student community to self-manage personal FERPA waivers online. Finally, no more FERPA paper forms to fill out! All FERPA elections may now be identified by you in your WebAdvisor account and activated or removed at your discretion. In addition, campus service offices will have inquiry access to view your FERPA waivers at any time for immediate verification.

Please watch your Mville email for a formal announcement of when FERPA self-service goes LIVE so you may enter your data into WebAdvisor over the Summer. To read more about FERPA, please visit the Manhattanville College Registrar’s Office web site and select “FERPA” on the left menu.

Thank you and best wishes for the Summer break!

Cordially,

The staff of the Manhattanville College Registrar’s Office

FERPA Self-service Feature Instructions:

1. Student logs in to their personal WebAdvisor account to access the STUDENT main menu. Then, the “Maintain FERPA Information” link is accessed...
2. WebAdvisor’s self-service FERPA Maintenance Form opens. Student enters names and relationships for their FERPA elections:

3. If the student chooses to enact a “FULL” FERPA Directory Information Block (This is a serious choice and must be considered carefully!), this special message screen appears: