

## Registrar

As a quality business university, Webber offers individual attention to our students. We strive to provide educational opportunities that meet the student's specific interests inside and outside of the classroom.

Webber is proud of the traditional business education we offer. We have a focused curriculum, attentive class sizes, teaching faculty, peer tutors, and provide overall personal and individual attention to our students.

We believe these qualities prepare students with the confidence and necessary skills to enable the student to be heads above the competition upon graduation.

## FERPA Policy

### Education Records and Student's Right to Privacy

Students are the "*owners*" of their education records, and the institution is the "*custodian*" of the records.

An education record is defined as any record that directly identifies a student and is maintained by the institution, education agency or by a party acting for the institution or education agency. A key distinction of education records is that education records are shared. Education records can exist in any medium including the following handwritten, typed, computer generated, videotape, audiotape, film, microfilm, email, and others.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Webber International University must have written permission from the eligible student in order to release any information from the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Webber may disclose, without consent, “directory” information. The Student handbook annually notifies current students of their FERPA rights.

Directory Information:

Releasable items that are not generally considered sensitive or confidential:

- Student name, Address, E-mail address, Phone number
- Height, weight and photos of athletic team members
- Date and Place of birth (used with caution)
- Major and minor field of study
- Class
- Dates of attendance
- Enrollment status
- Names of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- Degree earned and date earned degrees
- Photographic, video or electronic images of students taken and maintained by the institution

A student may request in writing that Directory Information not be released by contacting the Registrar or the Dean of Student Life. Contact [registrar@webber.edu](mailto:registrar@webber.edu) for information or questions. A paper copy of the FERPA policy is available on request.

Students have a right to inspect, review and also seek to amend their education records. Student should contact the Registrar in the Registrar’s Office at 863-638-2930 or by email to [registrarmailbox@webber.edu](mailto:registrarmailbox@webber.edu). The Registrar will make an appointment with the student for a review of the education record with the student.

## FAQ – Frequently Asked Questions

### How do I request a transcript?

Order a transcript online by clicking on the link below and creating an account with the National Student Clearinghouse ([StudentClearinhouse.org](http://StudentClearinhouse.org)).

The fee for transcript requests is \$10.25 each plus shipping. This process may take 2-3 business days. Priority mailing is available for an additional fee; however, the processing of the transcript will still take 2-3 business days for processing. Students who are in default of a federal student loan or who have a balance due to the university will NOT have transcript requests processed until the status is resolved.

To order a diploma, a student should contact the Registrar's Office at 863-638-1431 or email [registrarmailbox@webber.edu](mailto:registrarmailbox@webber.edu) for further information. Additional diplomas are \$25.00 plus additional shipping or mailing costs. Students who have a balance due to the university will not have diploma requests processed until the status is resolved.

### What do I need to do for graduation?

All students must apply for graduation with his/her Academic Advisor three semesters prior to graduation, an application signed by the student and advisor must be turned into the Registrar.

The Registrar will certify eligibility for graduation and notify the advisor of the student's status. All courses must be completed satisfactorily with a cumulative GPA of 2.0. Education majors must have a 3.00 cumulative GPA.

Graduation requirements beginning Fall 2020: English 110, ENG111 and ENG112 courses must have a minimum grade of "C". Required courses within the student's major core must have a cumulative 2.00 GPA.

A Graduation fee of \$322 is required of all graduates, the fee will be charged to graduates who have applied for graduation at the beginning of the final semester. The fee is required regardless of whether the student participates in the ceremony or not. Students should get measured for cap and gown during the final semester in the bookstore.

### How many classes should I take?

Typical full-time load is from 12 to 16 credit hours per semester. In order to graduate in 4 years with 120 credits, a student would enroll in 15 credit hours per semester. Traditional semesters, Fall and Spring, are 16-week sessions.

Summer Terms E and F are 8 weeks each session. The full Summer Term is 16 weeks. Students may take up to 4 courses in summer, provided there is no overload created in any of the terms.

Course overload is additional credit hours (over 16) must be authorized by the Chief Academic Officer. Sufficient GPA is required for approval. Students on academic probation or in the Fresh Start program are restricted to 13 hours in the traditional 16-week semester.

### When do I register?

Summer Early Registration dates are available for new students who have been accepted and have made deposit. Contact Admissions to attend one of our STAR days.

Students who do not attend STAR Day during the summer will be advised and registered during Orientation.

New incoming students who need testing for course placement in English and Math will be notified of dates and times during Orientation. Once tested and results reviewed the students meet with an academic advisor for scheduling classes.

Preregistration typically commences during the second half of each semester. Students should check their webber.edu email for notices from the university. The University Calendar also lists the preregistration dates as well as other important dates. All financial obligations must be met in the Business Office before a student may register.

Any student registering after the designated registration period must pay a \$25 late registration fee. Late registration extends through the Drop/Add period after classes begin.

Student's may not register after the late registration period.