

FERPA Tutorial FAQs

FERPA Tutorial Questions	Answers
Why do I need to complete a FERPA tutorial?	MCCCD requires all employees, with access to the Student Information System (SIS), to complete the FERPA tutorial. This tutorial is a learning tool designed to provide students, faculty, and staff a better understanding of the confidentiality protections that federal law affords the records that colleges and universities maintain about their students.
If I have already completed a FERPA tutorial, do I need to do it again?	If you already have access to Legacy SIS, then more than likely you already completed the FERPA tutorial previously. If you are unsure, you may wish to complete it again as it takes only a few minutes to complete. Completing the FERPA tutorial will not cause problems to your SIS account.
How do I complete a FERPA tutorial?	To complete a FERPA tutorial, go to: http://www.maricopa.edu/legal/ferpa/ferpa_tutorial/ferpatutorial.htm
How will the SIS Security Administrator know when I've completed the tutorial?	The SIS Security Administrator receives an automated email response once the employee has completed and submitted the tutorial.
Do I need to print my tutorial and submit it to anyone?	You may wish to print confirmation that you completed the tutorial for your own records. Since the tutorial is online, your results are automatically sent to the MCC SIS Security Administrator.
When should I complete the tutorial?	The FERPA tutorial should be completed as soon as possible. Ideally, it should be completed prior to February 8 to ensure your SIS account is unlocked and ready for you to use in the new system.
If I don't use SIS now, do I need to complete the tutorial?	MCCCD is implementing a new Student Information System beginning February 19. All faculty and adjunct faculty will be accessing the system to post grades, check rosters and other functions within the Faculty Center beginning mid-February. To prepare yourself for access to SIS mid-February, it is essential that you complete the FERPA tutorial.
Where can I find more information about FERPA?	Information about FERPA may be found in the College's Student Handbook and the College Catalog. District Legal Services has information about FERPA on their web pages.
How are new employees informed about completing the FERPA tutorial?	When a new employee is hired, the manager, department chair or department secretary completes MCC's online Employee Services Request form. Within the form there is a reminder notification to the person completing the form to direct their employee to complete the FERPA tutorial. The online Employee Services Request form link is: https://everest.mc.maricopa.edu/services/employee/empservicesrequest.mxml