



**Registrar's Office**  
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Stony Brook, NY 11794-1101  
Ph: (631) 632-6175 Fax: (631) 632-9491  
[www.stonybrook.edu/registrar](http://www.stonybrook.edu/registrar)

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The Registrar's Office provides services to students which include assistance with registration, official transcript production and enrollment verification.

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### **FERPA – Family Educational Rights and Privacy Act of 1974**

FERPA is a federal law designed to protect the privacy of educational records. This law states that at the post-secondary level, parents have no inherent rights to inspect their son or daughter's academic records. Once the student begins attending an institution of higher education, regardless of age, FERPA rights transfer to the student.

Records can be released to the parent if one of the following conditions is met:

- Through written consent of the student
- In compliance with a subpoena
- If the student is a dependent on the most recent tax return. A copy of the return is required.



Under FERPA, the following information is considered **Directory Information** and is available upon public inquiry:

Name, Local Address, Phone, Program (Majors/minors declared), Degrees Awarded, Degree Dates, Dates of Attendance, Enrollment Status (Full-Time/Part-Time), Participation in officially recognized activities and sports.

FERPA Forms to release or suppress information are available on the Registrar's Website.

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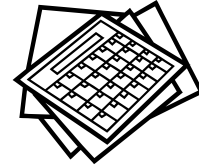
### **ENROLLMENT VERIFICATIONS**

An Enrollment Verification is an official document providing proof of student enrollment (Full Time Status). Most commonly, medical insurance companies request proof of full-time status in order to keep the student covered under the parent's plan. Students may need a verification to defer student loans or for other purposes.

How Can Students Obtain an Enrollment Verification?

- Student may print out a verification by logging into their Solar System account after the semester add/drop deadline
- Students may request a verification by calling or coming in person to the Registrar's Office
- Student may bring an insurance company's form for validation at the Registrar's Office

**ACADEMIC CALENDARS - Available on the Registrar's Website.**



Every student is responsible for meeting Academic Calendar deadlines. Academic Calendars are published each semester.

**Non-adherence to deadlines may result in academic record and/or financial consequences!**

★ IMPORTANT DEADLINE: Students who receive a TAP award MUST declare a major once they reach Junior status (57 credits completed). If student does not have a major declared by this time, they will be DECERTIFIED for their TAP Award!

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**PROOF OF MMR IMMUNIZATIONS**

In order for the university to be in compliance with NYS Health Department Law, every student must provide proof of their MMR Immunizations to the Student Health Services office.



Students will be enrolling for classes during Orientation. Students who have not submitted their MMR immunization records, will have a block placed on their record which will prevent them from making any enrollment changes to their schedule. Once the semester begins, students who have not submitted their MMR Immunization records will be notified that they are in jeopardy of being deregistered from all of their courses. **Students who do not submit the MMR Immunization records will ultimately be deregistered from all courses!** (Numerous notifications will be sent to students before deregistration takes place in order to provide an opportunity for them to submit their MMR records)

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*Please visit the Registrar's Website for additional information on services provided by the Registrar's Office.*

[www.stonybrook.edu/registrar](http://www.stonybrook.edu/registrar)

## Fall 2009 Key Deadline Dates for Undergraduates

*For a complete listing of deadlines, refer to the Undergraduate Academic Calendar*

Semester Start (M-F Classes)	August 31
Drop a course, University Withdrawal <b>Without Tuition Liability</b> Note: If student remains enrolled for at least 12.0 credits at all times, there is no impact on liability.	September 6 (Business Offices Closed)
Drop a course, University Withdrawal <b>Without a "W"</b> Note: Tuition Liability May Apply	September 14 4:00PM
Add/Swap	September 14 4:00PM
Full-time/Part-time (Last day to change FT/PT status)	September 14 4:00PM
Declaration of Major (TAP Students)	September 21
Pass/No Credit Note: There is no petition process to change a class to or from the P/NC option after the deadline.	November 2 4:00PM
Drop a course <b>"W" will be recorded</b> Note: Full-time students must remain full-time with a minimum of 12.0 credits	November 2 4:00PM
M-F Classes End	December 11
University Withdrawal	December 11
Finals (M-F Classes)	December 14-21
End of Term	December 21

Liability Period	Tuition Liability	Tuition Refund	Fees Refunded
On or before 09/06/09	0%	100%	100%
09/07/09 – 09/13/09	30%	70%	0%
09/14/09 – 09/20/09	50%	50%	0%
09/21/09 – 09/27/09	70%	30%	0%
On or after 09/28/09	100%	0%	0%

*The Tuition Liability Calendar is published by the Bursar's/Student Accounts Office: [www.stonybrook.edu/bursar](http://www.stonybrook.edu/bursar)*