Office of the University Registrar
University of North Carolina at Chapel Hill

Student and Course Data Reporting
Completing the Request Form

The purpose of the Request for the Release of Student Data form is to communicate your data needs with the Registrar's reporting staff. This guide will help you navigate the form and the request process. If you need additional guidance, please send an email to academicdata@unc.edu.

To reach the data request form:
1. Navigate to https://help.unc.edu
    a. If not already logged in, login with your ONYEN using the link in the upper right corner of the page.
       Important: You **must** be logged in with your ONYEN to search for and complete the form.
2. In the search box, use any of the following key words:
    a. Student data
    b. Course data
    c. Registrar
    d. Reporting
3. Click on the link for "Student and Course Data Report"
4. Alternately, you can use this link to go directly to the form – you will still need to log in.

Completing the request form:
Requested for [1]: Completed based on your login.
Requested for not in directory [2]: Leave unchecked.
Requested for department [3]: Completed based on your login.
Are you faculty, staff or student? [4]: (*Required*) Use down menu to select your classification.
Preferred Phone Number [5]: (*Required*) Provide a phone number where you can be reached should the reporting team have questions.

* Requested for

| ℹ Roger Kaplan | 1 | × | ▾ |

☐ Requested for not in directory   2

Requested for department

| ℹ University Registrar | 3 | × | ▾ |

* Are you faculty, staff, or a student?

| -- None -- | 4 | ▾ |

Preferred phone number: ❓

| If any additional information is needed for this request, we will contact you via this phone number. | ✖ |

5

Is this request for academic research purposes? [6]: (*Required*) Academic research refers to students and faculty conducting research for academic purposes.

> If "yes," **Do you have IRB Approval? [7]**: (*Required*) Indicate whether you have IRB approval.
>
> > If "yes," **Enter the IRB number [8]** and attach the supporting document(s) at the bottom of the form.
>
> If "no," the Office of the University Registrar will review your data request for approval; if approved, you will need to request IRB approval and update this request with the approval number. Data will not be provided until an IRB approval number is submitted to your request.
>
> **Please Include a comprehensive explanation for the data requested. [9]**: (*Required*) Provide details on why and how the requested data will be used.
>
> **If your request is approved, do you have access to the data in the study**? **[10]**: (*Required*) Indicate if you require the Office of the University Registrar to collect the data for you.
>
> **Who will have access to the data**? **[11]**: (*Required*) Provide the names and positions/roles of individuals who will have access to the data.
>
> **When will it be destroyed? [12]**: (*Required*) Course and student data are sensitive and may not be stored indefinitely. Provide a date when the data will be destroyed.
>
> **Are students opting into the study [13]**: (*Required*) Indicate if students will be given an option to opt-in or opt-out of the study. If students are not involved in the study, select "no."
>
> **Are students being told how their data will be used [14]**: (*Required*) Select response.
>
> **Will any of the information be shared publicly**? **[15]**: (*Required*) If data or results will be shared publicly, please indicate.
>
> > **In what format? [16]:** (*Required*) Indicate how the data will be shared, e.g., website, publication, presentation.

To what audience [17]: (*Required*) Indicate the audience, e.g., general public, academic peers, etc.

Provide the faculty member's name and contact information who is sponsoring this study. [18]: (*Required*) This information is required in the event clarification is required.

* Is this request for academic research purposes?

Yes   6

* Do you have IRB approval? ❓

If you do have IRB approval, please attach document(s) showing that approval at the bottom of the form.   ✖

Yes   7

* Enter the IRB number.

8

* Please include a comprehensive explanation for the data requested. ❓

An IRB number is required to process a request for data that will be used in research. An authorized administrator must approve ✖ this request. You will be contacted, if there are any additional questions regarding your request.

9

* If your request is approved, do you have access to the data used in the study?

-- None --   10

* Who will have access to the data?

11

* When will it be destroyed?

12   📅

*Are students opting into the study?

No **13** ▾

*Are students being told how their data will be used?

No **14** ▾

*Will any of the information be shared publicly?

Yes **15** ▾

*In what format?

16

*To what audience?

17

*Provide the faculty member's name and contact information who is sponsoring this study, so that we can reach out to them if clarification is necessary.

18

Will you be sharing this request data with other? [19]: (*Required*) Indicate if your data will be shared with others, including members of your department.

> If "yes," **Who are you sharing this data with? [20]**: (*Required*) Provide the names of groups (e.g., curriculum committee) and/or individuals with whom this data will be shared.

*Will you be sharing this request data with others?

Yes **19** ▾

*Who are you sharing this Data with?

20

When is the data needed? [21]: (*Required*) Date should be at least 10 (ten) business days from date of submission.

If you require the data sooner than 10 (ten) business days, please provide a justification. [22]: (*Optional*) Upon review of justification, data may be available sooner than 10 (ten) business days.

*When is the data needed? ❓

Please allow at least 10 business days for approved data requests to be completed. ✖

21 📅

If you require the data sooner than 10 business days, please provide a justification.

22

Have you made this type of request in the past? [23]: (*Required*) Select response.

> If "yes," **What is the R#/Service Now Ticket # of the previous response. [24]:** (*Required*) The reference number is usually found in the name of the file previously sent to you. R# refers to the four-digit request number submitted through the old Sharepoint form.

Do you have access to Inforporte [25]: (*Required*) Many requests can be fulfilled through Inforporte. [Click here to request access](). For training on Inforporte, send a request to [academicdata@unc.edu]().

* Have you made this type of request in the past? ❓

Including the reference number for the previous request will allow the Registrar's Office to process your request quicker. ✖

| Yes | 23 | ▾ |

* What is the R#/ServiceNow Ticket # of the previous request?

| 24 |

* Do you have access to Inforporte?

| -- None -- | 25 | ▾ |

Please describe why you need this data and how you will use it to perform your job responsibilities. [26]: (*Required*) All requests for student/course data should have an educational need.

Are you requesting student data, course data or both? [27]: (*Required*) The Registrar's Office does not provide data on employees, financials or student-aid.

What terms/years should your data cover? [28]: (*Optional*) The more specific you can be will assist the Registrar's Office in fulfilling your request.

* Please describe why you need this data and how you will use it to perform your job responsibilities.

| 26 |

* Are you requesting student data, course data, or both?

| -- None -- | 27 | ▾ |

Which terms/years should your data cover? ❓

Please be specific, e.g., Fall 2019, Spring 2020, 2019-2020 academic year. ✖

| 28 |

Questions for Student Data Requests

If you wish to limit your data to a specified school, program, plan/major, please specify below. Program/School [29] Plan(s)/Major(s) [30]: (*Optional*) Please be as specific as possible. Whenever possible, include the ConnectCarolina codes (e.g., MAPOLI, MPHBIOS, BAHIST, etc.)

Which student populations do you wish to include? [31]: (Optional) Check all that apply.

Which data fields should be included in this report? [32]: (Optional) Check all that apply.

Questions for Course Data Requests
If you wish to limit your data to a specified school, program, plan/major, please specify below. Which student populations do you wish to include? [33]: (*Optional*) Check all that apply.
Course(s) [34]: (*Optional*) Please be specific.
Which data fields should be included in this report? [35]: (*Optional*) Check all that apply.

If you wish to limit your data to a specific school, program, plan/major, please specify below.

Which student populations do you wish to include (check all that apply):
☐ Undergraduate
☐ Graduate   **33**
☐ Professional Schools

Course(s):

34

Which data fields should be included in this report?   **35**
☐ Subject/Catalog number
☐ Course ID
☐ Course title-short
☐ Course title-long
☐ Section number
☐ Maximum enrollment allowed
☐ Total enrollment
☐ Waitlist
☐ Instructor
☐ Grades
☐ Mode of Instruction
☐ Other

Request Criteria. [36]: (*Required*) Provide details about your request, any information not included above sorting/filtering requirements, additional comments, etc.

* Request criteria ❓

Enter any additional information about the criteria of the data for this request.   ✖

If you have a list of PIDs or other documentation, please attach that document at the bottom of the form.

36

Conditions for Use of Student Information. [37]: (*Required*) Read the conditions and check the "Accept" box.

Conditions for Use of Student Information:

1. I agree to comply with the University's Policies and Procedures Under the Family Educational Rights and Privacy Act, available online (this link opens in a new browser tab).

2. I agree that I will use this data only for the purpose stated on my request form.

3. I agree that I will not disclose this data in any form to any other individual without the express written consent of the University Registrar or the Registrar's designated proxy. To the extent other individuals receive permission to access this data, I will assure that they abide by the same restrictions and conditions described herein.

4. I agree that I will employ appropriate safeguards to protect the data from unauthorized access or disclosure, including maintaining adequate physical controls and password protections for any server or system on which the data is stored and ensuring that the data are not stored on any mobile device (e.g., phones, laptops, tablets, external drives) or transmitted electronically unless encrypted. I further agree to adhere to all applicable ITS Security requirements regarding the storage and dissemination (if permitted by the University Registrar) of this data. If I am unsure about applicable ITS Security requirements, I will request assistance from ITS Security.

5. I agree to notify the University's Chief Privacy Officer immediately upon becoming aware of any unauthorized access to or disclosure of this data.

6. I agree that student data may not be retained, archived, or electronically stored. Data that identifies a specific student or students must be permanently destroyed by the Terminate Date listed above, or within 30 calendar days of receiving the requested data from the Office of the University Registrar.

7. I agree that I will not use this data for research purposes unless I have received approval from the University's Institutional Review Board. In such instances, I agree to comply with the policies of the Institutional Review Board.

Note: We may contact your immediate supervisor for approval.

*I acknowledge and accept the above conditions.

☐ Accept
37

Request Reminder [38]: (*Optional*) You can provide a name to your request for easy reference.
Add Attachments [39]: (*Optional*) Upload here relevant documents (e.g., IRB approval, list of PIDs, fields required, etc.). Multiple documents can be uploaded to your request.

Request reminder

38

You can always check the status of your tickets by clicking on "My Requests" at the top of the page. What you enter here will appear underneath the request form name as a reminder of what you requested.

39 ⌲ Add attachments

Updated March 30, 2021