

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.

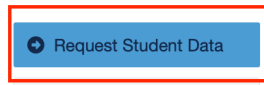
To reach the data request form:

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. Reporting
3. Click on the link for "Student & Course Data Reporting"
 - a. Alternately, you can use this [link](#) to go directly to the form – you will still need to log in.
4. On the next page, click on the "Request Student Data" on the left

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Student & Course Data Reporting

Please see full service information here: <https://tdx.unc.edu/TCClient/33/Portal/Requests/ServiceDet?ID=65>



Completing the request form:

Title: Enter a short description of your request

Requested for [1]: Completed based on your login.

Acct/Dept [2]: Completed based on your login.

Preferred contact method: Select your choice

Preferred contact details: Enter your contact information (phone, email, etc.)

Are you faculty, staff or student? [4]: (*Required*) Select your classification.

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.

When will be destroyed? (Required): Enter a date

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.

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

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

- If “yes,” **Previous Ticket Number:** *(Required)* The reference number is usually found in the name of the file previously sent to you.
- **Do you have access to Tar Heel Reports/Inforporte?:** *(Required)* Many requests can be fulfilled through Infoporte. [Click here to request access.](#) For training on Inforporte, send a request to academicdata@unc.edu.

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.

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

Which student populations do you wish to include? [33]: *(Required)* Check all that apply.

Which data fields should be included in this report? [35]: *(Optional)* Check all that apply.

Course(s): Enter the course or courses for which data is requested.

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

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

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.

Additional Information: *(Optional)* Please include any information that you believe will assist the Registrar’s Office in completing your request.

Updated July 11, 2025