

PROCEDURE

3020

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TITLE:	Inquiries Regarding WCC Students
NUMBER:	3020
AUTHORIZED BY PRESIDENT:	11/1/87
AMENDED BY PRESIDENT	11/3/98; 08/2002

INQUIRIES REGARDING WCC STUDENTS

All inquiries regarding information on WCC students, including those from police officers or other authorities, should be directed to college staff members as follows:

Mail inquiries/Subpoenas	Registrar Registration Program Assistant/Staff
Non-emergency telephone/ in-person inquiries	Registrar Registration Program Assistant/Staff
Emergency telephone/ in-person inquiries	Registrar Dean for Educational Services Dean for Instruction President
Campus emergencies	Dean for Educational Services Dean for Instruction Dean for Administrative Services President

Mail Inquires/Subpoenas

If the college receives a request for information with a signed release from the student, the information will be supplied within five working days.

If the college is served with a court-ordered subpoena for information regarding a student, the information will be supplied by the Registrar five working days after notifying the student by mail of the subpoena.

Non-Emergency Inquiries

In a non-emergency situation, **ONLY** directory information (student name, address, telephone number, dates of attendance, degrees/awards received) may be given to the inquiring party if a college staff member listed above determines there is a legitimate need for the information. This determination will be made on an individual, case-by-case basis. No other information will be released without written consent from the student. If the student has signed a Student Petition of Public Law 93-380, **NO** information regarding the student may be released.

Emergency Inquiries

If someone must contact a current WCC student in an emergency situation, one of the staff listed above will determine the appropriate course of action. Each emergency situation will be handled on an individual basis.



Campus Emergencies

If a law enforcement agency needs to make contact with a WCC student regarding a situation that potentially threatens the campus community, one of the staff listed above will determine the appropriate course of action. Every attempt will be made to minimize risk or concern among students, staff, and faculty. Each emergency situation will be handled on an individual basis.

