Understanding Your Information in Emory's Online Directory

It is important to know how your OPUS information is displayed in Emory's online directory, and what you can do to control that.

OPUS phone numbers and directory phone numbers

- Emory's online directory will display as your "Student Phone," the phone number in your Personal Information that is designated as "Preferred."
- If you have no phone number designated as "Preferred," the directory will still display a phone number. Which one it displays will depend on the number types (see http://directory.service.emory.edu/correct_students.cfm).
- OPUS requires you to list at least one phone number.

You can change the directory phone number

- This is something you can do, in your OPUS account.
- To change the number displayed in the directory, select (or add) a new phone number to be "Preferred."
- If you have a suitable campus number, you can add it among your personal phone numbers and designate it as "Preferred."
- Changes take up to 24 hours to be effective.

You have the right to suppress all information

- This requires you to submit a form to the Registrar's office, and only Registrar staff can implement the changes.
- Around the start of each semester, the Registrar sends an email about your rights regarding your information.
- On the Registrar's website is a form for "information suppression." You'll find a link on the Registrar's home page, http://www.registrar.emory.edu/.
- On that form, the third option ("Do not include my information in the student directory") will suppress your entry from the online directory when the directory is being accessed from outside campus (by a computer with a non-Emory ip address). Note that it will suppress not only your contact information, but also your name — to computers off campus, you will be entirely absent from the directory. If the directory is being accessed from on campus (or via a VPN connection from off campus), then your directory entry will be visible.
- That form also enables you to request a FERPA "hold." Note that this is a very strong action, and that any hold you request stays in effect until you rescind it. It will completely suppress your entry in the directory, and more — be sure to read the form carefully, and ask questions at the Registrar's office if you are unsure. Students with FERPA holds often forget two things: a hold means that we will not confirm your attendance to a potential landlord or employer, something we are often asked to do; a hold also means that your name will not appear in the commencement program.

Policies concerning your educational record

- This page on the Registrar's site contains information about FERPA and the policies governing how the University handles information about you: http://www.registrar.emory.edu/Students/FERPA/index.html.
- Even more information is in Emory's Policy 8.3 Confidentiality and Release of Information About Students, available here http://policies.emory.edu/8.3.

If you have questions or concerns, please email Ulf Nilsson, Assistant Dean of Operations, at unilsso@emory.edu.