

STUDENT RECORDS

Privacy Rights

The following information has been designated as directory information and is subject to release to the public under the Buckley Amendment (PL 98-380), "The Family Educational Rights and Privacy Act of 1974:" student's name, class level, college and major, dates of attendance, degree(s) earned, honors and awards, address, telephone number, SENMC email address, Student ID number, most recent previous educational institution attended, and some information about students involved in recognized activities.

Other information regarding disclosure of student data is posted on the Registrar's website and in the Registrar's Office, in compliance with the Act.

Requests for withholding directory information must be filed in writing with the Registrar's Office. A student may choose to hide his/her address and phone number from the campus phonebook through the my.SENMC.edu (<https://senmc-public.courseleaf.com/academic-regulations/student-records/my.senmc.edu>) portal. This will only hide the information from the public, but the records will still be officially kept within the Registrar's Office.

Social Security Numbers in Student Records

As required by law, social security numbers are collected from prospective and current students who are either applying for admission to the college or plan to seek employment on campus. The social security number is a confidential record and is maintained as such by the college in accordance with the Family Educational Rights and Privacy Act.

In addition, the college is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service so that applicable educational tax credits may be computed. The social security number is required for tax reporting purposes.

Change in Demographic Information

Students wishing to make a legal name change, citizenship change, social security number update or a gender update can do so through the Registrar's Office. All students will need to fill out the "[Demographic Change form](#)" located at ([link](#)) and provide a current signed Social Security card and one of the following documents:

1. Government Issued ID (driver's license, state card or valid passport), a Birth Certificate, a Court Order, a Marriage Certificate/Divorce Decree or a Certificate of Naturalization/I551 Card.
2. Citizenship change: Certificate of Naturalization or I551 card.

Students may update their "preferred name", which is the name used in lieu of a student's legal name, on certain documents, such as, the email display name, learning management system, the phonebook, class rosters and advisee lists. This can be done by the student through the my.SENMC.edu (<https://senmc-public.courseleaf.com/academic-regulations/student-records/my.senmc.edu>) portal and does not need to be done at the Registrar's Office. For more information about the specific documents that are needed please contact the Registrar's at (575) 234-9416.

Changes in Residency Status for Tuition Purposes

The Registrar's Office does not determine the laws and rulings for determining Residency, these are state laws that the Registrar's Office simply administers. An individual must establish legal residency in New Mexico before he or she is entitled to pay in-state tuition rates. The student's initial residency status is determined at the time of admission, any changes to this status must be initiated by the student through the Registrar's Office. A continuing student, classified as a non-resident, who has satisfied the requirements to establish residency may submit a Petition for In-State Residency Tuition Classification along with the required supporting documentation to the Registrar's Office. Petitions must be filed on or before the third Friday of the semester for which the student is requesting resident tuition. For specific information about the process of petitioning for In-State Residency or for information about who is eligible for residency for tuition purposes please visit the <https://senmc.edu/registrar/index.html> (<https://senmc.edu/registrar/>) or the Registrar's Office.

Official Transcripts

An official transcript is the College's certified statement of your complete SENMC academic record in chronological order by semester and year. It includes the student's coursework, grades and any degrees that were awarded. Any credit hours earned through transfer work are listed as the equivalent course at SENMC. Grades are not transferred, nor are they used to calculate the SENMC grade point averages. Official transcripts will not be released if the student is in debt to the college. Transcripts can either be ordered in person at the Registrar's or complete the Transcript Request (<https://senmc.edu/documents/transcript-form.pdf>) form. A student can request two types of transcripts an electronic one, which is sent as a secured PDF or a printed hard copy that can be delivered in a sealed envelope. The name that will appear on the student's transcript will match the name on the student's official SENMC record.

Purging of Student Files

All academic files for students who attend SENMC are kept for five (5) years following the student's final term enrolled. Only archival documentation will be retained. The files of students who do not enroll within one year after being admitted are destroyed.