

## NorthWest Arkansas Community College Administrative Policies and Procedures

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## Staff members may access the release of information from SPACMNT

**Business Office Cashiers** 

Financial Aid Officers

Admissions & Records Staff

Advisors

The Release of Information forms are available from the K drive at \Student\_Services\Enrollment Management\Admissions and Records\Admissions and Records Private\Admissions and Records form.

- > All completed forms must be returned to the Student Records Office.
- > The staff member will record the information on SPACMNT
- Fiscal Affairs Cashiers and Advisors will have query only ability.

## To view:

- > SPACMNT
- Comment Type should be INF
- Next Block
- All release types will be recorded under the comments.

Signed forms will be kept in the student's admissions and records file.



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The student must authorize any release of records, including enrollment verifications. Staff should review the SPACMNT screen to confirm that the student has signed a release.

- A. To confirm enrollment for a current semester, staff must wait until after the 80% refund period.
- B. If it is prior to the 80% refund deadline, staff can confirm that the student has **early registered** at NorthWest Arkansas Community College.
- C. All official enrollment verifications should be stamped with the Registrar's signature and college seal.

Revised: May, 2006