



July 5, 2019

Dear Washington State Student Service Commission (WSSSC),

The Admissions and Registration Council (ARC), respectfully requests a customization in PeopleSoft due to the nature of potential FERPA implications. During the Business Process Fitgap Sessions in May 2019, the five colleges involved with Deployment Group 3 (DG 3) noticed an issue with the Academic Advisement Center, Advising Tools and notifications to students.

In the ctclink Advising Center, there is an option for the advisor/staff to select a button to notify all of their advisees. "Check the box in the Notify column to select specific students or click Notify all Advisees".

If the option to "Notify all Advisees" is selected, the default is to place all students on the To: line and not the BCC: line. The only way to put students on the BCC line is to cut and paste from the To: line. This is a potential FERPA violation if someone were to share student's information with other students, which SBCTC is aware (see note from May BPFPG session) but SBCTC will not make a change unless this goes through the governance group.

Information received from our Business Process Fitgaps in May 2019:



## ADVISOR HOMEPAGE – MY ADVISEES

- View a list of your advisees and send emails to a single advisee
  - **Warning** – Students will see each other's email if you select to notify multiple students without placing emails in the bcc line

We formally request a modification to the system, which would change the default option. A recommendation would be for the default to allow all email addresses be placed on the BCC line, regardless if sending to one student or all students.

Sincerely,

A handwritten signature in blue ink, appearing to read "Janet Garza".

Janet Garza  
2018-19 ARC President