Ā͞JM | **TEXAS A&M**
U N I V E R S I T Y

FERPA Training Steps

Graduate committee chairs and co-chairs are encouraged to run regular degree evaluations on their student advisees in order to 1) verify student eligibility for funding (tuition waivers, assistantships, fellowships, etc.); 2) evaluate student progress to degree; 3) review the courses a student takes each semester and individual course grades; 4) verify completion of non-course degree requirements; and/or, 4) determine degree plan and cumulative GPA.

In order to be able to utilize the Graduate Committee Degree Evaluation tool in Howdy, the faculty must complete a one-time FERPA training via TrainTraq (if not previously completed). When trying to access the Graduate Committee Degree Evaluation too, the following screen will display if you have not completed FERPA training.
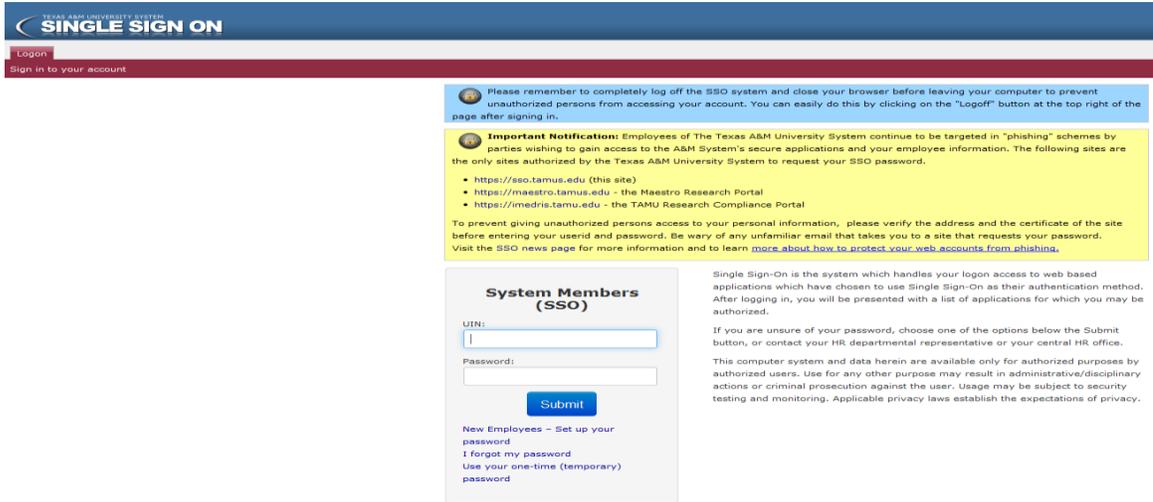

For questions regarding the Graduate Committee Degree Evaluation tool contact ogaps@tamu.edu.

To complete the FERPA training, follow these steps:
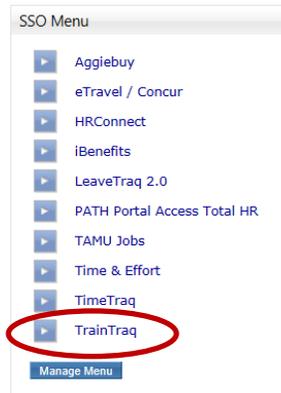
1. Log into TrainTraq by going to sso.tamus.edu.

2. Click Course Catalog at the top of your browser.
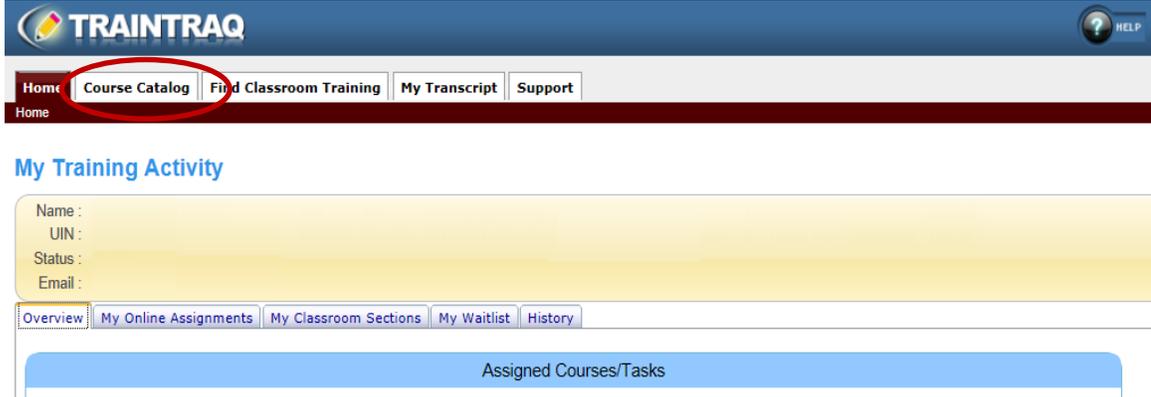
3. Enter the corresponding Course Number (11012), and click search.
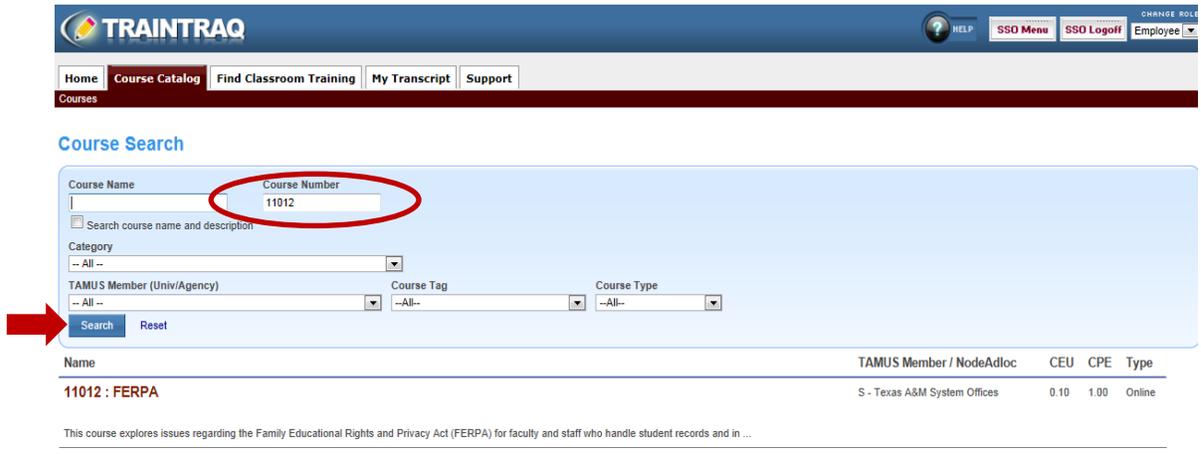
4. Complete the FERPA training module.

5. TrainTraq will email a confirmation once the FERPA course is completed.

> **From:** TrainTraq Messenger [mailto:TrainTraq-notify@tamus.edu]
> **Sent:** Tuesday, January 15, 2013 2:41 PM
> **To:**
> **Subject:** Training completion notification
>
> Dear   ,
>
> Congratulations on your recent successful completion of: *11012 : FERPA* on 01/15/2013.
>
> Please take a few moments to complete the course survey (http://www.surveymonkey.com/s/9FWZVWG). Your feedback will be used to improve the quality of our courses.
>
> _____
>
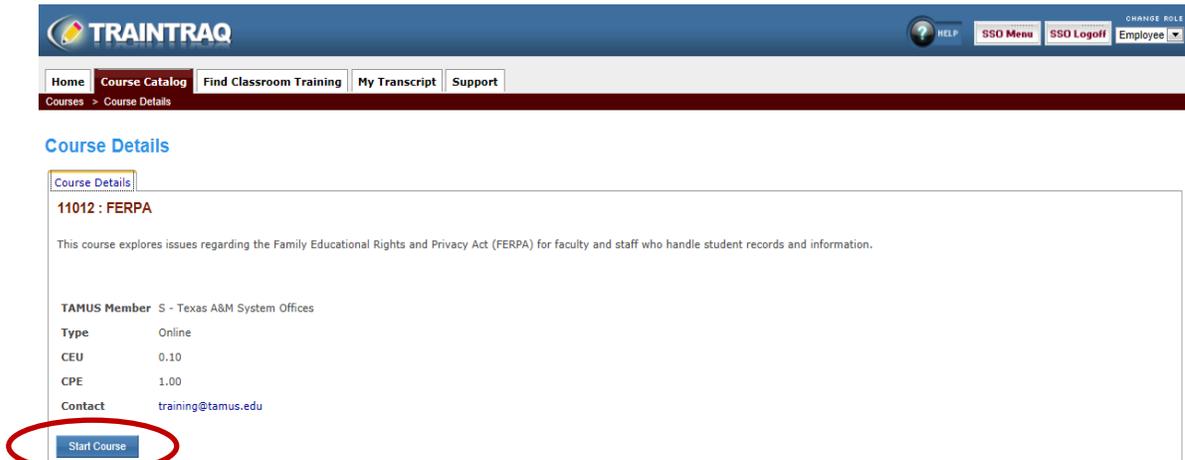> *** This message is an automated notification from the TAMUS TrainTraq application. Please do not reply, as replies may be sent to an unmonitored mailbox. If you need assistance, the Support tab in TrainTraq will route your inquiry to the proper person. ***

6. Forward the email to eis-security@tamu.edu.

7. Once your email is received, the ability to view the Degree Evaluations will be enabled within one business day.

8. Visit howdy.tamu.edu to access the Graduate Committee Degree Evaluation tool. See the Graduate Committee Degree Evaluation Guide for further instructions.

Revised: 4/4/2019