In the A.S. office, student leaders and student volunteers work with and around student personal information (phone numbers, emails, class schedules, etc.). Therefore, if you are applying for any student position in the AS Office, such as, AS Commissioner, AS Representative, AS Committee Member, AS Student Worker, etc., you will need to be a **CONFIRMED FERPA TRAINED STUDENT IN THE A.S. OFFICE.**

**FERPA ONLINE TRAINING AND QUIZ**

- Take the **STUDENT VERSION** of the **FERPA ONLINE TRAINING & QUIZ**: Read the entire FERPA page to the bottom of the webpage, where you will find the STUDENT VERSION.

- The FERPA Webpage is located within the SMC Admissions Webpage:
  
  [http://www.smc.edu/EnrollmentDevelopment/Admissions/Pages/FERPA.aspx](http://www.smc.edu/EnrollmentDevelopment/Admissions/Pages/FERPA.aspx)

**FERPA QUIZ (Additional Instructions)**

- **At the end of the quiz**: you will need to fill-in your information,
- **Supervisor Email**: trejo_amelia@smc.edu (she is the Administrative Assistant II of Student Life)
- **About 1-2 days**: you will receive an email from Kiersten Elliott, Admissions Office, titled-
  
  Completed FERPA Documentation Email (confirmation email):

  Download the entire email, make sure your printed **name** & the **email logo** appears on your **hardcopy** (printout), for example, Google GMAIL- click on the printer icon located on the right corner of email; Yahoo- printed page will have the yahoo address at the bottom; etc.

- **Hardcopy**: Read & Initial the 4 short statements, **sign** and **submit** to the AS Office Front Desk.

*If you have any questions or concerns, please contact the AS Office at 310.434.4250*