

UCLA Extension

About our Information Practices

Online registration requires that some personal information and payment card information be transmitted via the web by you to us, and subsequently by us to others with a need to know such as our acquiring bank. Furnishing all information designated as *required* by an asterisk on the forms on this site is a condition of enrollment. (Date of birth, gender, Social Security number (SSN)/Taxpayer Identification Number (TIN), and ethnic identity are not required fields.) Failure to provide required information will delay or may prevent your enrollment.

- Information that is not required but which we ask you to volunteer (such as *gender, educational level* and *ethnic identity*) is used solely for statistical purposes to measure the diversity of the students we serve.
- If you do not have or could not provide us with your SSN/TIN, you will be permitted to enroll; however, UCLA Extension will not be able to provide the IRS with evidence of fee payments that might entitle you to tax credits provided under the Taxpayer Relief Act of 1997. Each year in December, UCLA Extension conducts an annual solicitation of students whose records are subject to IRS reporting but where the SSN/TIN field remains blank, to ensure that an oversight on your part can be addressed. You may append your record online at any time by logging in to *MyExtension*, or by submitting IRS form W-9S by mail to UCLA Extension Records Office, 10995 Le Conte Avenue Room 113, Los Angeles, CA 90024.
- UCLA Extension routinely reports its student census to the National Student Clearinghouse. Those seeking deferments for repayment of student loans may wish to provide SSN to expedite the deferment process.
- Consistent with California practice for amending tax returns, UCLA Extension's interest in retaining SSN for reporting purposes expires four years beyond the tax year. SSN data are stored in an encrypted state. You may request at any time to have SSN data deleted.
- Contact information furnished on these forms may be used by University departments and publicly announced program co-sponsors for distribution of information on future programs and activities of interest to you. This and other information will be transmitted to the state and federal government if required by law. Except for sharing with other University departments and program co-sponsors, as provided by law UCLA Extension does not sell or share its mailing list.
- The official responsible for maintaining the information requested on forms on this website is the Registrar, UCLA Extension, P.O. Box 24901, Los Angeles, CA 90024-0901.

Privacy

Under provisions of the federal Family Educational Rights and Privacy Act of 1974 ("FERPA," 20 U.S.C. sec. 1232g), you have the right to:

- Inspect and review records pertaining to you in your capacity as a student;
- Have withheld from disclosure, absent your prior consent for release, personally identifiable information from your student records, except as provided by the Federal Act and University Policies;
- Inspect records maintained by the University of disclosures of personally identifiable information from your student record;
- Seek correction of your student record through a request to amend the records, subsequently through a hearing;
- File complaints with the Department of Education regarding alleged violations of the rights accorded you by the Federal Act.

FERPA allows Universities to confirm attendance and publish directories of their students without their prior consent, but requires a procedure to be

presented allowing you to *opt out*. Certain conferences and short courses are designed to support professional networking opportunities and will include provisions for nametags and the sharing of participant rosters. When planned with such support, notice will be provided in the course listing. Students may opt out of planned participant rosters by sending an e-mail to Records@uclaextension.edu. For all other classes and programs, students are welcome to *opt in* to our published participant communities available at *MyExtension*.

Other Information We Collect

We use your IP address to help diagnose problems with our servers and to administer our website. In this context, you remain anonymous as an individual. We may collect and distribute aggregate statistics about our website visitors, traffic patterns, and related site information. These statistics do not include any information that allows for identification of an individual in any manner.

Sending You Information

We send announcements to our students and to those who express interest in UCLA Extension to help you stay abreast of our courses, programs, and special events. At any time, if you wish to be removed from our mailing lists, please use the link [here](#), enter your mailing or email address and select the Email and Mail preferences you prefer and then click the "Unsubscribe" button. We will remove you from our contact lists as you request.

Security

Data you enter during a visit to our site is stored on systems using appropriate physical, electronic, and management procedures to safeguard and secure all information we collect online. Any sensitive or personal data, such as credit card or purchase information that you enter for online enrollment purposes is transmitted and stored in an encrypted form, and requires the use of a secure browser for entry and recall. For further information, please review UCLA Extension policy on the *Confidentiality of Student and Client Records*, policy on *Information Security*, and *Procedures Regarding Access to and Disclosure of Information from Records of Students and other Clients* from these policy pages.

Cookies

A cookie is a small data file stored on a user's hard drive. A cookie automatically identifies your browser to our server whenever you interact with us. We usually collect the domain name of the server from which you are visiting. Collecting this information does not allow us to personally identify you. We utilize cookies to gather aggregate information about how our site is being used, including pages visitors are viewing. Most cookies expire after a certain period of time. If you wish, you may set your browser to reject all cookies and still view our website.

Links to Other Sites

UCLA Extension website, blogs and newsletters may link to external sites outside of the UCLA Extension and University domain as a convenience to you. UCLA Extension is not responsible for the privacy procedures or the content of such sites, and does not make any representation about them. UCLA Extension also uses third party cookies (such as DoubleClick) to run Google Analytics Demographics and Interest Reporting. These cookies gather website visitor data (such as age, gender and interests) to optimize website content and marketing. They do not collect any personally identifiable information.