



**PERSONAL DATA SHEET**  
**(BOTH SIDES TO BE COMPLETED EACH COLLEGE YEAR OF ENROLLMENT)**

Students at Northland Community and Technical College must be aware of the information that is collected for their student files, the purpose of the information, and consequences of providing or failing to provide the data. Please look over the information below and sign the bottom of this form acknowledging that you are aware of the information that is kept in your student file.

**TYPES OF INFORMATION:**

1. Diploma and transcripts from previous institutions
2. Institutional evaluation and assessment data
3. Admission applications, enrollment data, and support documentation
4. Authorization to release information, may include agency information
5. International student documents
6. Grades
7. Evaluations and instructor recommendations
8. Documents relating to student status regarding honors, probation, disciplinary hearings, and suspensions

Students will be allowed access to their records. Please see "Release of Student Information," and "Directory Information" in the Data Privacy Policy found in the Student Handbook online at <http://www.northlandcollege.edu/handbook/>. In addition; any State, Federal, Government agency, Northland Community and Technical College administration, student services staff, and instructors have access to the information in the file as necessary to assist students in the successful completion of program requirements and gaining employment.

I understand the data collected and its intended use. If I want any other individual or agency to access my student file, I must request this in writing to the campus registrar's office or by completing the Consent of Information Release form.

\_\_\_\_\_/\_\_\_\_\_  
Signature / Date

**ADVISOR/COUNSELOR/PROGRAM DIRECTOR CONTACT/DEVELOPMENTAL COURSEWORK**

I understand that I need to contact my assigned advisor/counselor/program director within the first five (5) days of the semester in order to make any necessary changes in my schedule.

I also understand that if I am required to complete developmental coursework, my program may be extended.

\_\_\_\_\_/\_\_\_\_\_  
Signature / Date

**NORTHLAND COLLEGE EMAIL ACCOUNT**

I understand that the official means of communication is through the Northland College email. Once I am a registered student, this will be the primary means of notification of important announcements, news, and deadlines for me to access.

\_\_\_\_\_/\_\_\_\_\_  
Signature / Date

\_\_\_\_\_/\_\_\_\_\_  
**(Print Name)** / **(Star ID/Student ID-If Known)**

Northland Community and Technical College is an affirmative action, equal opportunity employer and educator.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service by dialing 711 (toll-free nationwide).