

July 13, 2009

To: SCE FACULTY MEMBERS

From: Christine Terry, Interim Provost
NOCCCD School of Continuing Education

RE: **YOU COUNT WEEK: July 13-17, 2009**

I thank you for all of the work you do on a daily basis to promote and facilitate student success.

I encourage you, our valued faculty members, to please share SCE's funding process (represented through the visual graphic on the back of this sheet) and talking points with your students during **YOU COUNT WEEK, July 13 – 17, 2009**. Feel free to contact me with any questions.

Talking points: THE IMPORTANCE OF UPDATED STUDENT DATA

1. Our funding is provided by the State of California and it is directly related to student data.
2. SCE is funded by hours of attendance. The State sends funding for every hour of attendance that we report. When we provide the most accurate data to the State, we can demonstrate that SCE is a great educational resource for our community, allowing us to offer a variety of classes at little or no expense to the student.
3. SCE receives additional funding each time a student completes a certificate or sequence of courses, diploma, or transitions to college, or gets a job. These achievements are tracked by student Social Security Number (SSN). If a student does not have an SSN in their Banner record, SCE receives no acknowledgement or funding for the student's success.
4. SCE takes its responsibility for stewardship of student information very seriously. All records are maintained in strict compliance with the Family Rights and Privacy Act of 1974. Student records are not released to outside parties without separate written consent of the student.
5. The main point we want to share with students is: "If you have an SSN, we would appreciate it if you share it with us, and here are the reasons why..... If you DO NOT have an SSN, that is okay; if you are unsure of your SSN, please check it. Accuracy is very important."

Students can update their information using any ONE of the following methods:

- Fill out the "Updated Personal Information" record, located at your campus registration office.
- Punch in your SSN in our secure electronic keypads at your campus registration office. Provide staff with other updated information items (such as address, name, email, phone, etc.) to update in our Banner system.
- Visit myGateway to update your information: Log into:
<http://mygateway.nocccd.edu> and personally update your information.