Undergraduate Teaching Assistants

Undergraduates who are trained to assist in courses will, at a minimum, receive the FERPA training offered by the university. Undergraduates who serve in these roles, or Undergraduate Teaching Assistants (UTAs), may be paid or unpaid. Paid UTAs (those who have an employment record) will already have access to complete the FERPA module. Non-paid, volunteer, or interns who are serving as UTAs will first need to be identified in the HR system as Non-Paid Appointments (NPAs). The following document outlines the processes to allow and inform students of access to the FERPA module and also how to appropriately record their teaching-assistance responsibilities in the Schedule of Classes.

Policy

All Undergraduate Teaching Assistants (UTAs), regardless of duties, must complete the official University FERPA training module prior to beginning duties. This includes any undergraduate student performing any instructional duties (grading, tutoring, assisting with labs/equipment, etc.). This policy encompasses paid UTAs (those having an employment record) and unpaid UTAs. Monitoring and enforcement of this policy occurs at the College level.

Procedure

Step 1: Access to FERPA training

The Registrar's FERPA module must be completed by every UTA, found here:
MyUCF -> Employee Self Service -> Request Training Enrollment -> Search by Course Name *("FERPA") or **Search by Course Number** (SR100W)*

1. UTAs having duties in multiple semesters need to complete the FERPA training before their first semester of duties. For these purposes, once FERPA training is completed, it does not need to be retaken (it's good for life).

2. UTAs who are paid (ie: with employment records) have access to the University FERPA training module. These students will need to be notified that they are eligible to complete the FERPA module (see attached email template).

3. UTAs who are not paid (volunteer or otherwise) will need to be activated as Non-Paid Appointments prior to having access to FERPA training.

Step 1b: Activating a Non Paid Appointment

1. To add UTAs with Non-Paid Appointments (NPAs) you will need to complete the eform with the following information (see attached NPA Process screen shots):
    a. Identify the start/end dates (usually a full semester, or academic or calendar year),
    b. Use the appropriate code "Undergraduate Teaching Assistant", and
    c. Designate a sponsor.

2. After being added as an NPA, UTAs will have access to the complete the University FERPA training module.
    a. The non-paid UTA will need to be notified that they are now eligible to complete the FERPA module (see attached email template)
    b. The designated sponsor will receive email notifications about the completion of the FERPA module as well as notifications about the appointment (ex: when it's about to expire).

Step 2: Confirming FERPA Completion

1. Departments need to confirm FERPA completion before proceeding to "**Step 3**".

2. UTAs completing FERPA through the NPA process will have results automatically emailed to their designated sponsor. ([see NPA Process screen shot](#))

3. FERPA training for UTAs can be verified in PeopleSoft. There are two ways to access this:
    a. Those with access to the NPA page will be able to see if the employee has completed FERPA when entering the NPA ePAF.
    b. Those who do not have access to the NPA page of PeopleSoft *and are not ePAF Originators* can be given access to a "Training Summary Page" within PeopleSoft (navigation below). Here both enrollment into and completion of FERPA can be checked.
    (To request access, please contact the College Security Authorizer, Teresa Dorman at Teresa.Dorman@ucf.edu .)
    myUCF -> Staff Applications -> PeopleSoft SA/HR -> Enterprise Learning -> Result Tracking -> Review Training Summary

Step 3: Scheduling
Do not proceed to this section until FERPA completion is confirmed.
UTAs will need to be added to the course schedule in PeopleSoft.

1. For the semester they'll be assisting, volunteer UTAs need to be added as a Non-Paid Appointment (NPA) with start/end dates that encompass the semester of the appointment.
    a. They may have taken FERPA in the past (it's good for life), and now they need to be added as a NPA so they can be added to the schedule of classes.
    b. If NPA, FERPA, and Scheduling happen all together, then the start date can be now and the end date is the end of the semester they're assisting.

2. If the UTA is not already in the Instructor/Advisor (I/A) table (i.e. new UTAs), you will need to send an email to Maria Williams (maria.williams@ucf.edu) noting that you need to have a "UTA" added to the I/A table.
    a. A student cannot be added to the I/A table until they have an active record (either as an employee or as a NPA).
    b. The student's name will remain in the I/A table as long as they are continuously in this role, but if the student is not active in a UTA role for more than one semester, they will need to be re-added to the I/A table.
    c. The Registrar's Office will verify FERPA completion prior to adding the student to the I/A table.

3. If the UTA is listed in the Instructor/Advisor Table, the department schedulers can add the UTA to a course with a role of either "UTA" or "UNTA".

4. If the student is assisting in an online course, the information from PS Schedule of Classes is passed automatically from PeopleSoft to Webcourses@UCF. (see [Table of Student Roles, Training, and Access](#))

5. Changes to schedule/role can be made at any time. Roles will automatically update in Webcourses@UCF.

Table of Student Roles, Training, and Access

<div style="border:1px solid">

Undergraduate Student

Training	PS Schedule of Classes Role	Workload?	Canvas Role
In-House Training or Course Completion	UGRAD**TA** Undergraduate Teaching Asst.	No	Teaching Assistant (access to class & grading)
(same as above)	UGRAD**NTA** Undergraudate. Non-Teach Asst	No	Non-Grading TA (access to class only)

Graduate Student

Training	PS Schedule of Classes Role	Workload?	Canvas Role
Grad College training (online & f2f)	PI/SI Primary Instructor/ Secondary Instructor	Yes	Instructor
Grad College training (online & f2f)	TA Teaching Asst (teaching/instructional credit)	Yes	Teaching Assistant (access to class & grading)
Grad College training (online only)	NTA No-Teach Teaching Assistant (no teaching/instructional credit)	No	Teaching Assistant (access to class & grading)

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Summary

College Duties
1. Authorize ePAF Originators and designate as a non-paid appointment (NPA) processor

Department Duties
1. Sponsor
   a. Ensures that the UTA completes the FERPA module
   b. Identifies the UTA as a paid or non-paid appointment

2. ePAF Originator
   a. Processes the paid or non-paid (NPA) UTA appointment

3. Scheduler
   a. Identifies UTAs that need to be added to the Instructor/Advisor Table
   b. Adds the UTA to the Schedule of Classes
   c. Identifies the UTA's role in the Schedule of Classes

Processing an ePAF for Non-Paid Appointment

All College of Sciences' ePAF Originators will have access to this page.

Navigation: Departmental Self Service > ePAF Home Page > **Start a New ePAF**

Select **Non-Paid Appointments**

Enter the **Student EMPLID**.

Non Paid Appointments

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

SSN Last 4 Digits: begins with [ ]

Date of Birth: = [ ] 📅

Last Name: begins with [ ]

EmplID: begins with [ ]

☐ Include History   ☐ Correct History   ☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

The **Non-Paid Appointment** Page will appear and you can enter additional information and update as necessary.

Non-Paid Appointments

SSN Last 4 Digits	Date of Birth	Last Name Cr...	
Empl ID	PID sguild	NID smcruz	**FERPA date complete**

Personal Info

*First Name Seresa ✕   Gender Female

Middle Name M   Marital Status [ ]

*Last Name Cruz   Citizenship Status Native

Personal Email Address Seresa.Cruz@ucf.edu

☐ Do not receive Emergency Alert

Home Address and Phone

Country USA

Address 1 College of Education

Address 2 P.O. Box 5060

Address 3 [ ]

City Winter Park   State FL 🔍 Florida   Zip 32793

County ORAN 🔍 Orange

Home Phone [ ]

Cell Phone [ ]

Personal Information - Emergency Contact

Contact Name [ ]

Relation [ ]   Phone [ ]

Country [ ] 🔍

Address 1 [ ]

Address 2 [ ]

City [ ]   State [ ] 🔍 Zip [ ]

County [ ] 🔍

Go To ePAF Home Page   [Next >>]

🔍 Return to Search   📋 Include History   ✏️ Correct History

Select the **Next** button to continue to next page.

The **Appointment Info** page is where you will record specific information about the UTAs appointment.

1. Identify the **Action/Activation Date** and the **Termination Date** (usually a full semester, or academic or calendar year).
2. The **Affiliation Type** is "Undergraduate Teaching Assistant"
3. (If Applicable) The **Service Types Requested** area is used to identify if the UTA appointment should have security access to one or more of these items (i.e. keys, ID Card, Parking, etc.)
4. The **Sponsoring Home Department** is your department ID
5. The **Requestor EMPLID** is the EMPLID of the *Sponsor* of the Non-Paid Appointment.

Finish keying fields on this page and **Save**.

Draft Email to Student regarding FERPA training

Include if student will be assisting in a classroom:
You are receiving this information because you have been offered a _____ (paid or volunteer) Undergraduate Teaching Assistant (UTA) appointment with the_____ department.

In order for you to be approved to serve as an undergraduate teaching assistant, you must also be familiar with the Federal Education Rights to Privacy Act, or FERPA. There is an online module that you are required to complete. This module should take between 20 and 30 minutes to complete. To enroll into and complete this module, please follow these steps:

1. Log on to the myUCF portal using your PID and myUCF password
2. On the myUCF menu, select Employee Self Service
3. Select Learning and Development
4. Select Request Training Enrollment
5. Click on the 'Search by Course Number' and enter the course number SR100W for the FERPA training.
6. Click on the session you would like to enroll into and complete the course as per the requirements.
   NOTES regarding the FERPA/SR100W Training:
   a. Select a session that has a "start date" that is later than today
   b. The actual "start date" is arbitrary. You will have access to the course as soon as you receive the confirmation email.
   c. The expiration date is also arbitrary. You have as long as you need to start and complete the course.
   d. This is an online course, there is no live or face-to-face session
7. Once you submit the training request, you will receive an e-mail confirming your enrollment.
   a. The e-mail will be sent to the primary e-mail address indicated on your Personal Information Summary page in Employee Self Service.
   b. The email will point you to your "Online Course Tools" and "WebCourses@UCF" to complete the course.
   c. To "pass" the FERPA module, you will need to score a 75% or better
8. Once you complete the course, take a screenshot (or print) the "you're done" page
   a. Send this information to the department, attention: _____, or
   b. Email this information to _____.