**Registrar**

It is not uncommon for National Governing Bodies to request that a university’s registrar complete a form indicating whether or not student in a club are eligibility to participate in a particular sport. If a club has a form, typically referred to as an eligibility form, must drop the form off to the Assistant Director of University Recreation directly. The form will be reviewed to ensure completion and then submitted to the Registrar. Once the Registrar has completed the form, the Assistant Director will pick up the form and review it once more. During this review the Assistant Director is ensuring that all club members listed meet the eligibility requirements set forth by the National Governing Body in their form. Once the form has been completed and verified, the Assistant Director will submit the document to the National Governing Body via the method instructed by the club (mail, e-mail, or fax).

Due to FERPA laws no student may ever drop off and pick up the form nor see the form once it is completed. If a club needs the eligibility form for their games, a copy can be requested from the Assistant Director, however, all personal information protected by FERPA will be blacked out.

Clubs who are found to have violated FERPA laws or bypass the Assistant Director and work directly with the Registrar will face disciplinary action from Club Sports Administration and the University.