

Student Guide – Student Administration System (SAS)

Welcome to the University of Connecticut Early College Experience (ECE) Program!

As a UConn ECE student you have a University NetID and access to the University of Connecticut's Student Administration System (SAS) that manages your UConn student record.

This guide provides instructions on how to navigate and utilize the UConn Student Administration System (SAS).

Reference the topic and page number below for step-by-step instructions on how to access features within SAS. Familiarize yourself with your student account so you can access your UConn academic records with ease.

Topic	Function
Getting Started (page 2)	Log in to access the system and update personal information
View your Course Enrollment and Grades (page 3)	Access your course history and grades
View and Request your Transcripts (page 3)	Utilize your credits by requesting an official transcript
Delegates and Access (page 4)	Share your education records with a delegate

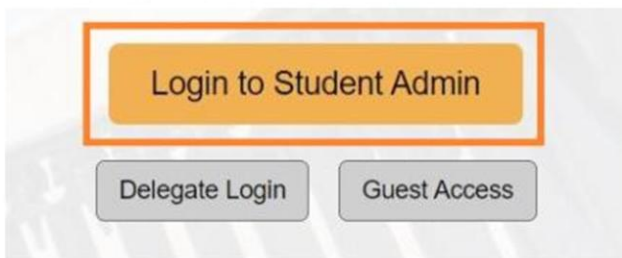
What is it

The UConn Student Administration System (SAS) is a collection of interactive course and enrollment information and tools. It is accessed with your UConn NetID and NetID password. Students have access to their Personal Information, Academics, Delegates and Finances related to their UConn Early College Experience (ECE) courses.

studentadmin.uconn.edu

Logging Into the Student Administration System

1. Go to the Student Administration System [home page](#).
2. Click on the **Login to Student Admin** button.



3. Enter your **NetID**.
4. Enter in your NetID **password**.
5. Click the **Login** button.
 - For further assistance, click **Need Help?**

You should now be logged into the Student Administration System.

How to Access it

When you enroll in UConn courses offered through UConn ECE, you are assigned a UConn NetID. Your NetID is used to login and access your Student Account in the UConn SAS site. It is your NetID and should not be shared with other students, a parent/ guardian or instructor. You may assign Delegates (page 4) if you wish to provide access for someone else to view your personal, academic, and financial history with the University. Make sure to save your UConn NetID and password for when you need to view your unofficial transcripts and request official transcripts (page 3).

Modifying Information

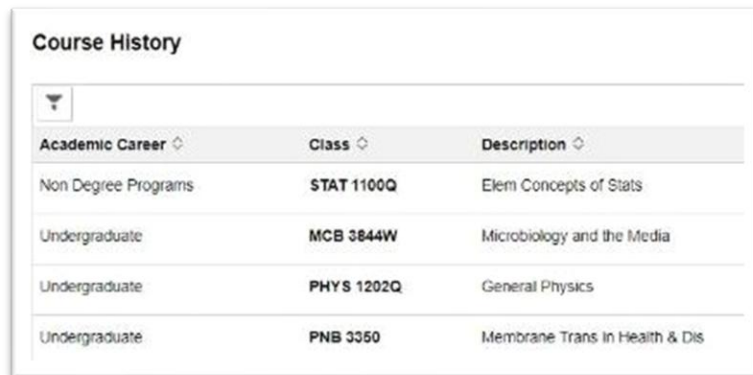
Students register for UConn courses offered through UConn ECE in UConn.DualEnroll.com. The information provided during registration is used to create the Student Account in the SAS. Students should check to make sure that all information on their Student Account is accurate. Between August 17 – October 6 updates to personal information should be made in UConn.DualEnroll.com. If updates are needed after October 6, students can make those changes in the UConn SAS.

Instructions on how to modify information are listed here:

- **Modifying E-mail Addresses:** <https://kb.uconn.edu/space/SAS/10769925272>
- **Modifying Addresses:** <https://kb.uconn.edu/space/SAS/10758194644>
- **Modifying Phone Numbers:** <https://kb.uconn.edu/space/SAS/10758194650>

View your Course Enrollment and Final Grades

UConn SAS will keep a history of your UConn courses and final grades. UConn courses offered through UConn ECE will be listed on the Non-Degree Programs Record of your Official UConn transcript. The final grade you earn in your UConn ECE course may differ from what is listed on your high school transcript. Utilize the UConn SAS to view your final UConn grade.



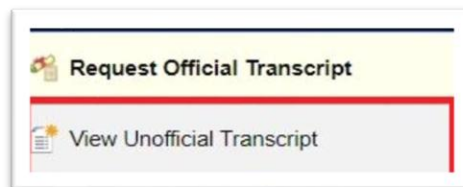
Academic Career	Class	Description
Non Degree Programs	STAT 1100Q	Elem Concepts of Stats
Undergraduate	MCB 3844W	Microbiology and the Media
Undergraduate	PHYS 1202Q	General Physics
Undergraduate	PNB 3350	Membrane Trans In Health & Dis

Instructions on how to View your Course Enrollment and View your Grades are listed here:

- View your Course Enrollment: <https://kb.uconn.edu/space/SAS/10828449296>
- View your Grades: <https://kb.uconn.edu/space/SAS/10769929313>

View and Request your Transcripts

You can always view your current and past UConn enrollment through your Student Account in the UConn Student Administration System (SAS). It is important to view your Unofficial Transcript before requesting your Official Transcript to be sure all final grades have been posted.



Instructions on how to View your Unofficial Transcript and Request your Official Transcript can be found here:

- View Unofficial Transcript: <https://kb.uconn.edu/space/SAS/10769929315>
- Request Official Transcript: <https://kb.uconn.edu/space/SAS/10769929340>

Delegates and Access

A delegate is a person, such as a parent or guardian, that students give access to view some areas of their education record in the University's Student Administration System (SAS).

Delegated access allows the parent/guardian to have their own login to access the student's records without having to call on the student's behalf or use the student's personal login information.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

Once a student is enrolled in University of Connecticut courses, they are considered a UConn Student and their education and financial records are protected by the Family Educational Rights and Privacy Act (FERPA). For purposes of compliance with FERPA, the University considers all students, regardless of age or tax dependency status, to be independent. As a result, with only limited exceptions, we will need your UConn ECE Student's documented permission in order for us to communicate with you. To better understand how this law impacts you and your student, please visit the FERPA website.

Even with the constraints of FERPA, UConn offers several options for parents to communicate with us on their student's behalf. As a parent/guardian you may become a FERPA Designee, an Authorized User, and/or be granted **Delegate Access**.

STUDENT

Assigning a Delegate: By assigning a Delegate, you are providing someone access to view specific information such as your Unofficial Transcript, Course History, and other academic and financial information within SAS. You will need to enter the information of your Delegate and identify the access you want to share with them. You can change their access throughout the year as you see fit.

- **Assign a Delegate:** <https://kb.uconn.edu/space/SAS/10769925277/>

UNIVERSITY DELEGATE

Becoming a Delegate: You will create a Delegate Account and only be able to view the information that your student has shared with you.

- **Creating a Delegate Account:** <https://kb.uconn.edu/space/SAS/10758194583/>
- **Delegate Accessing Records:** <https://kb.uconn.edu/space/SAS/10758194590/>