

OP4400 STUDENT REGISTRATION - UNDERGRADUATE PROGRAMS

Records documenting the student registration process for all academic programs at the University.

Includes the selection of courses, degrees and concentrations by students.

Also includes the adding and dropping of courses by assigned sessional dates.

Used for photo identification and the issuing and validation of student cards at the time of student's first registration.

Not used for student record/academic history.

Example documents: Registration documentation, letter of permission, student card validation, photo identification documents, correspondence etc.

Correspondence includes paper, email and other electronic communication.

OPR - University Registrar

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Student Registration Files	AY + 6	0	D	PIB
32	Student Card and Photo Identification Files	AY + 1	0	D	PIB
40	Photo Identification Database	ET + 1	4	DP/D	PIB

ET Definition: Student graduates, or three academic years have passed with no activity since last registration date.

Disposition Plans: Photo identification records are retained in the database and then held for a further year after the event trigger, then the records are transferred to tape or CD for a further 4 years before destruction.

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

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These records consist of both paper case files and database records. The paper case files may or may not contain material/ information that is duplicated in the electronic system. For technical reasons the retention assigned to the electronic record may be different from the retention of hard copies.

-31 Student Registration Case Files and -32 Student Card and Photo Identification Case Files refer to records in hard copy

-40 Photo identification Database refers to electronic records

Student registration information collected during this process is entered into the PeopleSoft Student System, using the SOLUS system. See Student Records (OP4100).

Also see the PeopleSoft Student System in Student Record - Office of the University Registrar (OP4100).

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