STU 30

STUDENT REGISTRATION MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012
URIMC Revised:
November 19, 2014
RIM Edits (consistency, typographical, updates, etc.):
September 10, 2012, October 19, 2012, October 1, 2015, November 15, 2016 and March 2, 2017

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
**STU 30 STUDENT REGISTRATION MANAGEMENT**

**FUNCTIONAL GROUPING DESCRIPTION**

The functions of registering students in particular courses, including registering undergraduate, graduate and non-credit students. The major activities associated with student registration include: developing, managing and overseeing the technologies, methodologies and tools necessary to support the registration process and managing the process of registering credit (undergraduate and graduate) and non-credit students in particular courses.

STU 30 includes all administrative records created to manage and execute the function of student registration. All records that document the registration activities of individual students or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (i.e., STU 01, STU 02).

**STU 30 FUNCTIONS LIST**

100 Student Registration Process
STU 30 STUDENT REGISTRATION MANAGEMENT

FUNCTION 100 – STUDENT REGISTRATION PROCESS

FUNCTION DESCRIPTION

The function of facilitating student registration in courses and managing the students’ progress through individual programs. Records may include criteria relating to degree and program status (such as academic holds, “required to discontinue” status and related changes in status), appeals of registration status, special permissions or exceptions to registration or course requirements, and related records.

STU30-100 includes all administrative records created to manage and execute the function of student registration. All records that document the registration activities of an individual student or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (i.e., STU 01, STU 02).

See Tools10-100-10 for policies, procedures and forms relating to student registration.

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
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</thead>
<tbody>
<tr>
<td>STU30-100-10</td>
<td>Student Registration</td>
<td>Various</td>
<td>Various</td>
<td>SO + 6 years</td>
<td>SO</td>
<td>B</td>
<td></td>
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<tr>
<td></td>
<td>Records created to support the registration of students.</td>
<td></td>
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</tr>
<tr>
<td>STU30-100-20</td>
<td>Student Appeals</td>
<td>Various – Faculty of Graduate Studies and Research, Registrar’s Office, University Secretary</td>
<td>Various</td>
<td>SO + 6 years</td>
<td>SO</td>
<td>B</td>
<td>Transfer to Archives.</td>
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<td>Records created to process appeals from students during the registration process.</td>
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</tbody>
</table>

SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body). Definition of SO for each series is maintained by your area’s Designated Records Officer.

OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”

B – Banner

*End of the year is April 30 unless otherwise specified. Retention timeframes will commence in the year following completion/date of last action that activates the retention period. All records are subject to archival appraisal once their stated retention period has been met. Contact your area’s Designated Records Officer before initiating disposition.

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