STU 30

STUDENT REGISTRATION MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012

URIMC Revised:
November 19, 2014; May 27, 2019

RIM Edits (consistency, typographical, updates, etc.):
September 10, 2012; October 19, 2012; October 1, 2015; November 15, 2016; 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 User Information

Abbreviations & Definitions

- **OPR** – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”
- **RIM** – Records and Information Management
- **SO** – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.
- **STU** – Students
- **URIMC** – University Records and Information Management Committee

End of Year

- Unless otherwise noted, the default “year” is the fiscal year which commences on May 1 and ends on April 30. 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.

Managing Other Copies

- In instances in which more than one copy of a record exists, the Designated Records Officer for the responsible unit will identify one as the official record. All other copies of that record are to be destroyed as soon as the purpose for which the copy was created has been fulfilled. No other copy may be retained for a period exceeding the official record retention period. All copies (official and other copies) are subject to requests under *The Local Authority Freedom of Information and Protection of Privacy Act* and therefore put the University at risk if not managed appropriately.
STU 30 STUDENT REGISTRATION MANAGEMENT

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).

100 Student Registration Process
STU 30 STUDENT REGISTRATION MANAGEMENT

FUNCTION 100 – STUDENT REGISTRATION PROCESS

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 Tools10-101 for policies, procedures and forms relating to student registration.

<table>
<thead>
<tr>
<th>Series Code</th>
<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU30-101</td>
<td>Registration Management</td>
<td>Various</td>
<td>Banner</td>
<td>SO + 6 years</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
</tr>
<tr>
<td>(Old #: STU30-100-10)</td>
<td>Records created to support the registration of students.</td>
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<tr>
<td>STU30-102</td>
<td>Student Appeals [SERIES DECOMMISSIONED May 27, 2019]</td>
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<tr>
<td>(Old #: STU30-100-20)</td>
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