REGISTRATION AND ENROLMENT

Description: Consists of records relating to the process of enrolling students in courses and managing individual students' programs. Records may include course transaction forms, change of major/minor/program forms, department-initiated major changes, change of degree status forms, requests to enrol late, reactivation requests, requests for non-degree status, alternate enrolment forms, priority enrolment forms, de-enrolment lists and letters, request to audit a course forms and cancelled course notifications. This class also includes School of Graduate Studies records including change of status, extension requests, leave of absence requests, withdrawal requests, and transfer recommendations.

Filing Guidelines: Units should destroy these forms once submitted to the Office of the Registrar or School of Graduate Studies.

MUNCLASS Function:	Students (ST)
Responsible Unit(s):	Office of the Registrar, School of Graduate Studies
Retention:	*Registration and Enrolment records stored as part of the permanent student record in the Student Information System:* Permanent Retention
	Request forms: Destroy one year after request submitted
Disposition:	Destroy or N/A
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use

Version 01   **Approved:** September 18, 2019: RS-2019-017