STUDENT AFFAIRS/SERVICES

STUDENT POPULATION: Statistical records on the demographics of Carleton’s current student population.

ADMISSION, REGISTRATION, EVALUATIONS: Student admissions and registration records.

PERSONAL INFORMATION BANKS

ADVANCED STANDING, EXEMPTIONS, RECOGNITION OR EARNED TRANSFERRED CREDITS
Location: Registrar’s Office, relevant faculty offices, Awards Office
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, date of birth, student number, program/course background, cumulative academic record, course registration/withdrawal, achievements and awards, degree lists, official transcripts
Uses: To maintain a record of student academic progress and achievement.
Users: Registrar’s Office, relevant faculty offices, Awards Office
Individuals in Bank: students
Retention & Disposal: varied/to be determined

STUDENT FILES
Location: Registrar’s Office, relevant faculty offices, instructor’s offices, Enriched Support Program, Student Academic Success Centre, Career Services, Bill Ellis Centre for Mature and Part-Time Students, Co-op Office
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, student number, program/course background, academic record, official transcripts, grades/evaluations, course registration/withdrawal, achievements and awards, electronic/written correspondence
Uses: Various uses including academic advising/guidance, evaluation, and employment advising.
Users: Registrar’s Office, relevant faculty offices, instructor’s offices, Enriched Support Program, Student Academic Success Centre, Career Services, Bill Ellis Centre for Mature and Part-Time Students, Co-op Office
Individuals in Bank: students
Retention & Disposal: varied/to be determined

UNSUCCESSFUL APPLICANTS
Location: Registrar’s Office
Legal Authority: Carleton University Act, 1957
Information Maintained: name, gender, date of birth, address, phone, email, applicant number, high school transcripts, any prior education, extra-curricular history, letters of recommendation, program applied for, reason for denied admittance, comments, chronological correspondence
Uses: To maintain a record of all unsuccessful applicants in the event of conflict or should the information be required for a re-application.
Users: Registrar’s Office
Individuals in Bank: unsuccessful student applicants
Retention & Disposal: varied/to be determined
**STUDENTS ADMITTED BUT NOT REGISTERED**

**Location:** Registrar’s Office, Admissions  
**Legal Authority:** Carleton University Act, 1957  
**Information Maintained:** name, gender, date of birth, address, phone, email, student number, high school transcripts, any prior education, extra-curricular history, student status, letters of recommendation, program applied for, admission status, chronological correspondence  
**Uses:** To maintain a record of admitted applicants.  
**Users:** Registrar’s Office  

**Individuals in Bank:** admitted students  
**Retention & Disposal:** varied/to be determined

---

**STUDENTS ADMITTED AND REGISTERED**

**Location:** Registrar’s Office, Admissions, relevant faculty offices  
**Legal Authority:** Carleton University Act, 1957  
**Information Maintained:** name, gender, date of birth, address, phone, email, student number, high school transcripts, any prior education, extra-curricular history, student status, program applied for, chronological correspondence, program/course choices  
**Uses:** To build and maintain a record of all admitted students and their registration information in order to facilitate proper administration of their university careers.  
**Users:** Registrar’s Office, relevant faculty offices  
**Individuals in Bank:** students  
**Retention & Disposal:** varied/to be determined

---

**STUDENT DISCIPLINE**

**Location:** Faculty Dean/Associate Dean designate  
**Legal Authority:** Carleton University Act, 1957  
**Information Maintained:** name, date of birth, address, phone, email, student number, program/course background, official transcripts, student status, education history, employment history, comments and opinions, comments and opinions expressed about the student by another, information about disciplinary action  
**Uses:** To maintain a record of student academic misconduct and any follow up action taken.  
**Users:** Faculties, Departments, other academic units  
**Individuals in Bank:** students under review for academic discipline and records of previous student violations  
**Retention & Disposal:** varied/to be determined
STUDENT SERVICES: Various academic and non-academic services offered to students.

PERSONAL INFORMATION BANKS

ORIENTATION, ACADEMIC & CAREER INFORMATION SERVICES
Location: Admissions, Registrar’s Office, First Year Experience Office, Telecounselling Centre, Faculty of Graduate Studies and Research, Undergraduate Recruitment Office, Career Services, Bill Ellis Centre for Mature and Part-Time Students, National Education Association of Disabled Students, Co-op Office
Legal Authority: Carleton University Act, 1957
Information Maintained: name, date of birth, address, phone, email, student number, program/course information, year of study, academic record, official transcripts, course registration/withdrawal, achievements and awards, medical considerations/special needs, records of advising sessions, electronic and written correspondence, employment history, current employment information, comments and opinions, letters of reference, CVs
Uses: To offer an array of comprehensive services that aims to accommodate the needs of students while making their transition and experience at Carleton a positive and productive one.
Users: Admissions, Registrar’s Office, First Year Experience Office, Telecounselling Centre, Faculty of Graduate Studies and Research, Undergraduate Recruitment Office, Career Services, Bill Ellis Centre for Mature and Part-Time Students, National Education Association of Disabled Students, Co-op Office, relevant faculties/advisors
Individuals in Bank: students
Retention & Disposal: varied/to be determined

LEARNING ASSISTANCE & SUPPORT SERVICES
Location: Enriched Support Program, Student Academic Success Centre, Learning Support Services
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, student number, email, program/course background, cumulative academic record, course registration/withdrawal, special needs considerations/medical information, records of advising sessions, electronic and written correspondence, comments and opinions
Uses: To provide academic support resources for students who require or request additional help in achieving their academic goals.
Users: Enriched Support Program, Student Academic Success Centre, Learning Support Services
Individuals in Bank: students
Retention & Disposal: varied/to be determined

FOREIGN STUDENT SERVICES & EXCHANGE PROGRAMS
Location: Registrar’s Office, relevant Faculty Offices, Student Academic Success Centre, Career Services, Co-op Office, International Student Services, AIESEC (International Cultural Work Exchange)
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, program/course information, health insurance, emergency contact, record of advising sessions and referral services. Outgoing exchange and semester abroad application records, name, student number, address, telephone, email, emergency contact, course selection, liability waiver, host institution application, grade reports
Uses: To provide counselling, advice, and academic guidance for international students, and assist in orienting them with their new surroundings on campus and in the community. To facilitate the exchange programs with Carleton’s partner universities and maintain contact information for emergency and statistical purposes.
Users: International Student Services, AIESEC (International Cultural Work Exchange)
Individuals in Bank: students
Retention & Disposal: varied/to be determined
SERVICES FOR STUDENTS WITH DISABILITIES
Location: Paul Menton Centre, Equity Services, Career Services, Co-Op Office, National Educational Association of Disabled Students
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, student number, program/course information, special accommodations, nature of the disability, medical information, counseling records, records of advising sessions, electronic and written correspondence, comments and opinions, employment information, CVs, letters of recommendation
Uses: To provide accommodations/opportunities for students with an identified learning/physical disability in various areas including but not limited to academics and employment.
Users: Paul Menton Centre, Equity Services, Career Services, Co-Op Office, National Educational Association of Disabled Students
Individuals in Bank: students with an identified learning/physical disability
Retention & Disposal: varied/to be determined

LOCKER RENTAL SERVICES
Location: Parking Services
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, student/employee number, location of locker, length of rental
Uses: To maintain a record of all students and employees who have rented a locker, the length of the rental period and service payment.
Users: Parking Services
Individuals in Bank: students, faculty, staff
Retention & Disposal: varied/to be determined

SPORTS TEAMS
Location: Athletics
Legal Authority: Carleton University Act, 1957
Information Maintained: name, gender, address, phone, email, social insurance number, health card number, height, weight, financial information, student number, emergency contact, sports participation, program, year of study, general medical history, disciplinary information
Uses: To record student participation in various varsity, athletics, and fitness programs, and to retain valid health and contact information in the event of a medical emergency.
Users: Athletics
Individuals in Bank: students
Retention & Disposal: varied/to be determined

INSTITUTION LOANS, BURSARIES & FINANCIAL ASSISTANCE SERVICES
Location: Business Office, Registrar’s Office, Student Accounts, Financial Assistance, Awards Office, Dean/Faculty Offices, Graduate Student’s Association
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, age, gender, phone, email, student number, social insurance number, course/program, scholarship/award criteria, marital status, residency status, education, employment history, income and assets of applicant, sponsors, budget documentation, tax certificates
Uses: To determine eligibility for financial aid, including awards, scholarships, emergency loans and funds dispersal.
Users: Student Accounts, Financial Assistance, Awards Office, Dean/Faculty Offices, Graduate Student’s Association
Individuals in Bank: students
Retention & Disposal: varied/to be determined
GOVERNMENT LOANS & GRANTS
Location: Awards and Financial Aid
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, age, gender, phone, email, student number, social insurance number, course/program information, scholarship/award criteria, marital status, residency status, education, employment history, current employment status, income and assets of applicant, parental income, budget documentation
Uses: To aid students in applying for various government loans and grants such as OSAP
Users: Awards and Financial Aid
Individuals in Bank: students applying for government financial aid
Retention & Disposal: varied/to be determined

LOANS & GRANTS AWARDED BY OUTSIDE ORGANIZATIONS
Location: all departments
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, age, gender, phone, email, student number, social insurance number, course/program information, scholarship/award criteria, marital status, residency status, education, employment history, current employment status, income and assets of applicant, budget documentation, reference letters, CV, proposals, opinions and comments
Uses: To offer opportunities for students to apply for outside funding and to aid them in the preparation process.
Users: all departments
Individuals in Bank: students applying for funding from outside organization
Retention & Disposal: varied/to be determined

STUDENT ACTIVITIES & ORGANIZATIONS: Records maintained by the various organizations and events committees on campus.

PERSONAL INFORMATION BANKS

STUDENT ORGANIZATIONS
Location: Carleton University Students’ Association
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, student number
Uses: To maintain a record of all clubs and societies on campus, any funding provided to an organization, and the executive members of all clubs and societies.
Users: Carleton University Students’ Association
Individuals in Bank: students
Retention & Disposal: varied/to be determined

GRADUATES: Records on convocation events, graduates, and alumni.

PERSONAL INFORMATION BANKS

ALUMNI SERVICES
Location: Alumni Services, University Advancement
Legal Authority: Carleton University Act, 1957
Information Maintained: name, gender, address, phone, email, family and business relationships, convocation and graduate details, awards, scholarships, medals and prizes, occupation, education, public or professional organization experience, biographical information, CV, electronic and written correspondence, appointments
Uses: To assist in planning alumni events and related activities.
Users: Alumni Services, University Advancement, Dean’s Offices, Senate, University Communications
Individuals in Bank: alumni, faculty, staff, donors, potential donors
Retention & Disposal: varied/to be determined