
Directory of Records – General

Office - AU, Edmonton

Description of the Mandate and Function:

Primary point of contact and sources of information for anyone interested in the academic programs and services of Athabasca University. Services include advising about program requirements and course selection, advising services, examination supervision, registration services, and reference and resource materials.

General Classes or Types of Information:

- Information relating to ELC open house and other special events
- Information relating to registration and exams completed at ELC
- Complaint files
- Student Profile Cards
- Student Profiles
- Correspondence
- Staff meeting minutes
- Advising/counseling meeting minutes
- Computer Lab usage statistics
- Classroom lists
- Classroom questionnaires

Copies of common administrative records such as staff leave request forms, finance records such as cash receipts and expense claims, university committee meeting minutes, institutional reports, and general program and service information

PIB Titles:

- [Student Profile Cards](#)
- [Student Profiles](#)
- [AU, Edmonton - Database](#)
- [AU, Edmonton - Registrations Database](#)

Copies of Records Located:

AU, Edmonton

Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:

None

Remarks: