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## Directory of Records – General

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### Office - Centre for Nursing and Health Studies

**Description of the Mandate and Function:**

Responsible for the administration of the Bachelor of Nursing, Post RN BN, Post LPN BN, Post Graduate Diploma: Nursing Practice, Master of Health Studies (Leadership) and Master of Nursing (Generalist and Nursing Practice streams).

**General Classes or Types of Information:**

- Student Files
- Common administrative records, general program and service information.

**PIB Titles:**

- Centre for Nursing and Health Studies - Graduate Student Admission System (GSAS for CNHS)
- Centre for Nursing and Health Studies - Class Lists for Undergraduate/Graduate Courses
- Centre for Nursing and Health Studies - Course Approvals
- Centre for Nursing and Health Studies - Course Cancellations Files
- Centre for Nursing and Health Studies - Course Withdrawals Files
- Centre for Nursing and Health Studies - Final Marks Files
- Centre for Nursing and Health Studies - Graduate Records
- Centre for Nursing and Health Studies - CNHS Database
- Centre for Nursing and Health Studies - Preceptor Files
- Centre for Nursing and Health Studies - Student Files
- Centre for Nursing and Health Studies - CNHS Research Ethics Board
- Centre for Nursing and Health Studies – Faculty, Staff, instructor, tutor coordinate information
- Centre for Nursing and Health Studies – Course leaders

**Copies of Records Located:**

Office Of The Registrar

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

- Course Authors Guide
- Course Coordinators Guide

**Remarks:**