Athabasca University

Directory of Records – General

Office - School of Computing and Information Systems

Description of the Mandate and Function: The School of Computing and Information Systems maintains records for the purposes of delivering courses and programs at the undergraduate and graduate level in Computing and Information Systems.
General Classes or Types of Information: Student information for the purposes of graduate applications, admissions, and advising. Department staff minutes, program council minutes, practices and procedures.
PIB Titles: School of Computing and Information Systems - Advise Share School of Computing and Information Systems - Masters Share School of Computing and Information Systems - MScIS Advising System School of Computing and Information Systems - MScIS Student Files School of Computing and Information Systems - UG School of Computing and Information Systems - Undergraduate Advising System
Copies of Records Located: None of the records/PIB are shared externally. All the above PIB are located within the School of Computing and Information Systems.
Policy & Procedure Manuals, Guidelines, Handbooks, Etc.: MScIS Procedure Manuals Graduate Sessions Procedures Procedures/templates/form letters on the Masters Share Department files – ie. Staff meetings, program council meeting minutes.
Remarks: N/A