
Directory of Records – General

Office - AU, Calgary

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 and counseling services, examination supervision, registration services, and reference and resource materials.

General Classes or Types of Information:

- Student Files
- Student Profile Files
- Student Profile Cards
- Copies of common administrative records such as Athabasca University Committee meeting minutes, agendas and attachments, finance records such as expense claims, program and services information.

PIB Titles:

- Student Profile Cards
- Student Profiles

Copies of Records Located:

AU, Calgary

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

None

Remarks: