
Directory of Records – General

Office - Centre for Distance Education

Description of the Mandate and Function:

Responsible for the administration of the Master of Distance Education (MDE), Graduate Diploma in Distance Education Technology (GDDTE), Graduate Diploma in Instructional Design (GDID), Graduate Certificate in Instructional Design (GCID), and Doctorate of Education in Distance Education programs (EdD).

General Classes or Types of Information:

- Student Files (Program and Non Program)
- Prospect Students List
- Requests for Program Information
- 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:

- Centre for Distance Education - Advisors List
- Centre for Distance Education - EdD, MDE, GDDTE, GDID and GCID Program Alumni Lists
- Centre for Distance Education - EdD, MDE, GDDTE, GDID and GCID Program Application Files and Electronic Lists
- Centre for Distance Education - EdD, MDE, GDDTE, GDID and GCID Scholarship Files
- Centre for Distance Education - Student List - Orientation
- Centre for Distance Education - Prospect Students Mailing List
- Centre for Distance Education - Student Database - Student Files
- Centre for Distance Education - Student Files
- Centre for Distance Education - Program Students Tracking Lists
- Centre for Distance Education - Instructor Course Email Lists - Students (Semester Basis)

Copies of Records Located:

Centre for Distance Education – electronic and paper files

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

None

Remarks:

