



ST6500: Students – Academic Advising		
University of British Columbia RECORDS SCHEDULE		Schedule Number: ST6500
Primary Title: Academic Advising		Office of Primary Responsibility (OPR): UBCV: Student Services; Student Recruitment & Undergraduate Admissions; Academic Advising; UBCO: AVP Students - Student Development & Advising
<p>Education advising services for members of the University student body intended to assist them understand academic requirements for university programs, interpret academic policies and procedures, explore program options, develop a personal program plan, provide referrals to other University services, and check graduation requirements. Services include program delivery, workshops and special events, one-on-one consultations with advisors, and provision of educational resources.</p> <ul style="list-style-type: none"> For student records see ST6700: Students – Learner Administration – Student Records For scheduling appointments for student advising see AD1200-33 Administration – Office Management – Scheduling/Appointments 		
Vital: No		PIB: Yes
Authority: Retention of student records [academic calendar] Transitory Information Schedule		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
10	Academic Advising Includes appointment notes in OAMS.	EV+8Y, D EV=last registration
11	Pre-admissions Advising Includes both unsuccessful and successful admissions.	Unsuccessful = AY+2Y, D Successful = AY+1Y, D



		Retention Note: When advising records are uploaded into Workday [or OAMS] the records held by offices should be destroyed 1 year after the end of the academic year
12	Other Advising	AY+2Y, D
25	Programs Workshops, special events.	AY+5Y, SR SR=UA will selectively retain records from this series
30	Correspondence General inquiries, requests, or correspondence received by the office. For Student advising records (enrolled UBC students) see advising below.	CY+2Y, D
60	Reports	CY+5Y, SR SR=UA will selectively retain records from this series
<p>Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year</p>		