

COLLEGE POLICY

Policy No. & Title:	C-402 Student ID Number & Status Codes
Policy Sponsor:	Executive Vice-President
Reference Cmtee:	Policy & Procedure Committee
Effective:	2021-08-01
Next Review:	2024-07-31
Supersedes:	Student ID Numbers & Status Codes, New Client Tracking

Purpose

The ability to identify an individual using a unique identification code (Student ID #) helps ensure the safety and security of student data.

Against this background, this policy seeks to outline the guidelines and conditions for which the issuance of student identification numbers and status codes are developed.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, contractors, and visitors.

Definitions

N/A

POLICY

Status Codes

- 1) The College must ensure every individual who inquires about a program has their contact information entered into XCAS.
- 2) The contact information shall be used for, but not limited to, the purpose of tracking the individual as they progress through the application, financial, and academic status of their program. XCAS shall automatically generate a unique identification number for each contact.
- 3) The Educational Consultant is responsible for entering the status data into XCAS.
- 4) Status data take two forms – Main and Contract:
 - a) Main status shall be used to display contact information and progress through the student’s entire academic life-cycle process.
 - b) Contract status shall be used to display the category of the student’s contact compliance and/or any holds, limitations, or conditions therein.
- 5) Students must not receive books or materials (e.g., Hard Drive) until their contract status is “Accounting Verified.”

Student ID Numbers

- 6) Contacts who enroll in College programs shall be provided a unique Student ID number.

The Educational Consultant is responsible for issuing student numbers. A student number shall only be provided when the applicant's status changes to enrolled.

- 7) A student number must never be changed once created, as student numbers are used to:
 - a) distinguish between multiple contacts with the same names.
 - b) correlate a student to their grades, attendance, financial status, and contact information.
 - c) verify the student's standing throughout their program.
 - d) maintain access to the student record for at least 25 years post program completion.

Related Policies

C-405 Privacy

Supporting Documents/Forms

C-402p Student ID Number & Status Codes – Procedure