COLLEGE POLICY

Policy No. & Title:	**C-402 Student ID Number & Status Codes**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-10-28
Next Review:	2027-04-30

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 Campus Director/Remote Education Director is responsible for assigning the correct student status in XCAS based on triggers from the LeadSquared system.
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 materials (*e.g.,* Uniform) until their contract status is in "CD approved" status.

Student ID Numbers

6) Contacts who enroll in college programs shall be provided a unique Student ID number. The student number is assigned prior to the Enrollment Contract being sent to the student.
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's physical file record for at least*:
        - New Brunswick – physical student files for a total of seven years; transcripts and diplomas must be kept permanently.
        - Nova Scotia - physical student files are kept on site for one year; transcripts and diplomas are kept on site for five years after completion of the program.
        - Ontario – student files are kept for three years; transcripts and diplomas are retained for twenty-five years post completion of the program.
        - **Note:** Transcripts and/or Diplomas are stored and retained with Career Colleges Ontario (ON), Department of Advanced Education (NS) and with Post-Secondary Education, Training and Labour (NB).

*Please note that effective August 1, 2023, student files have been moved to digital format and new physical files are no longer created. All student records are kept electronically on the student's XCAS file.

Related Policies

C-405 Privacy

Supporting Documents/Forms

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