



COASTAL CAROLINA UNIVERSITY

Record Group #355

OFFICE OF THE REGISTRAR

16925 STUDENT ENROLLMENT FILES

Description

Records are created by the Office of the Registrar to verify assigned course grades and document other content of student rosters by major, and to prepare transcript, enrollment and credit hour reports. Records contain student name, social security number, student identification number, address, phone number, email address, courses, grades, registration information, general petitions, withdrawals, correspondence, applications for degree, privacy documents, and any other related information.

Retention

Office: 7 years, destroy.

SCHEDULE APPROVED 6/15/2015