

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #131	Student files - Documentation of Disabilities	Manila folders of students with disability by medical/mental health/psychological professional filed alphabetically in short gray locked cabinet.	2004-present	Paper	EDU1000	Indefinite
3	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #132	Pre-Health Science & Undecided Students	Records are kept on computers. # Aaaa-108 & SSC-M132 in an access database. To track movement and retention. Filed by semester.	2004-present	Electronic	EDU1000	Indefinite
4	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #133	Developmental Students	Database of students who place into developmental classes. Diskette and computer (Aee 108) Tracking developmental students and how timely they complete developmental classes. How/if they complete all placement/ retention service alphabetically by quarter.	2004-present	Paper / Electronic	EDU1000	Indefinite
5	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #133	Tutoring Files	3 X 3 black binders & on hard drive. Track demographic information, classes being tutored, who they are tutored by, GPA, grades received in tutored classes, evaluations and personnel files.	2004-present	Paper / Electronic	EDU1000	Indefinite
6	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #133	Tutoring / SI / Note takers / Payroll	Hanging folders in file cabinet & disks in disk holder; tracking number of hours worked and amount paid to each tutor/SI leader/Note taker. Alphabetically by sem	2000-present	Paper / hard drive	PER3000	Active + 6
7	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #135	Orientation Evaluations / Surveys	To collect data on student and family satisfaction. Filed by orientation date and year	2001-present	Paper	ADM9900	1 year
8	Academic	Enrollment Management	Student Success Center Counselor	Massie 133	Pre-education, Pre-engineering Student Files	Manila folders with academic records and case notes for students attempting to gain program entry. Some records stored on database in Massie 133. Filed by program, alphabetically.	2007 - present	Paper / Electronic	EDU1000	Indefinite
9	Academic	Enrollment Management	Student Success Center Counselor	Massie 133 (CUBE #2)	Academic Improvement Plans	AIPS filed alphabetically in manila folders and hard-drive. Used to advise students on AIP.	2008-present	Paper / Electronic	EDU1000	7 years
10	Academic	Enrollment Management	Student Success Center Representative	1st Floor Massie	Orientation - New Student	New student orientation files kept on computer - SSC - M147R\$ and on disk. To track and invite new applicants to orientation sessions - filed by year	2008-present	Electronic	ADM9900	1 year
11	Academic	Enrollment Management	Student Success Center Representative	1st Floor Massie	Textbook Loans and Student Withdrawals	Textbook loans are kept in a three inch binder and also on computer SSC-M147R located inside the Student Success Center in an access database titled "Textbook Loans". Verification of Students who are borrowing textbooks	2004-present	Paper - Electronic	ADM9900	1 year
12	Academic	Enrollment Management	Multicultural Student Affairs	Massie 134	Student Case Notes and Files	Manila folders. Academic improvement plans and advising services. Filed alphabetically. Five-drawer metal file cabinet under lock and key	2/20/03 - present	paper	EDUC1000	7 years