8.1.2 Principles for Handling of Student Data: Implementation

Last updated on:

Jump To:

1. Principles for Handling of Student Information

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon admission, takes the necessary steps to initiate a Stanford student record in Axess.</td>
<td>Student</td>
</tr>
<tr>
<td>2. Term-activates all students, establishing them within the appropriate Stanford program.</td>
<td>Registrar</td>
</tr>
<tr>
<td>3. During the course of the student’s academic career, inputs appropriate milestones and other academic information in Stanford’s PeopleSoft Student Administration system.</td>
<td>Appropriate departments</td>
</tr>
<tr>
<td>4. Maintains the student’s university bill, including any payments made for the student by departments or other sources.</td>
<td>SFS</td>
</tr>
<tr>
<td>5. During the course of the student’s academic career, inputs appropriate financial support in Stanford’s PeopleSoft Graduate Financial Support system, and approves in Workflow.</td>
<td>Appropriate departments</td>
</tr>
<tr>
<td>6. Verifies the completion of requirements before conferral of a degree.</td>
<td>Registrar</td>
</tr>
</tbody>
</table>