8.1.2 Principles for Handling of Student Data: Implementation

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

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