

## Admissions and Records Authorize Employees

Correspondence with identified areas that maintain student records: Correspondence with identified areas that maintain student records.

- A&R Continuing Education – Phuong Nguyen
- Data Processing Files – College Credit (ITS) – Doug Johnson and Stuart Davis
- Financial Aid – Robert Manson
- Placement Office – Beverly Birnbaum
- Veterans Office/Veterans Upward Bound – Dorothy Swayne and Joseph Alonzo
- Health Services – Rebecca Barnard
- Divisional/Department Files – Work Experience, Student Conduct Records, Etc. – Janet Grunbaum, Loy Nashua and Linda Morrow
- Disabled Student Programs and Services – Maria Aguilar Beltran
- Extended Opportunity Programs and Services – Christine Leon
- Scholarships – Peggy Card-Govela

**From:** [Nguyen, Phuong](#)  
**To:** [Traslavina, Pilar](#)  
**Cc:** [Truong, Chris](#); [Cain, Bea](#)  
**Subject:** RE: Review/Update of Academic Regulation AR5117  
**Date:** Monday, September 23, 2013 4:45:52 PM

---

Hello Pilar,

I reviewed the link you provided related to Confidentiality, Disclosure and Review of Student Records – AR5117.

The area description for Continuing Education does not need any updates. We currently comply with all requirements stated herein.

Thank you.

Phuong

---

**From:** Traslavina, Pilar  
**Sent:** Friday, September 20, 2013 1:57 PM  
**To:** Nguyen, Phuong  
**Cc:** Truong, Chris; Cain, Bea  
**Subject:** Review/Update of Academic Regulation AR5117

Hello Phuong,

I am currently part of the Accreditation Team who is responsible to review/edit Standard IIB. The section that Christopher Truong, Bea Cain, and I are responsible for is section 3f. In our standard there is a reference to Academic Regulation AR5117 – Confidentiality, Disclosure and Review of Student Records. Under B. your area was identified as an area that maintain student records. Please take a moment to review your area description below to see if any updates need to be made as well as provide the current procedure used to maintain student files. To view this regulation in its entirety please use the following link <http://rscdd.edu/Trustees/Pages/Admin-Regulation-StuStu-Pers-Servs-AR5117.aspx>

## RECORDS - CONTENTS AND SUPERVISION

- A. The Director of Admissions and Records shall have supervisory charge of all education records within his/her jurisdiction, and shall be directly responsible for specific records, and shall maintain a list of individuals, by position or name, so designated.
- B. The Rancho Santiago Community College District currently maintains records that comprise the categories of files noted below, and that contain information directly related to a student or students. The inclusion of a file category in the following list does not constitute a requirement that such category be maintained by each component of the district, or, if such category is maintained by each component of the district, that each type of category information listed be included in full in each student's file. The inclusion of a category or type of information in the following list does constitute a requirement that, if the file is maintained and the type of information obtained and retained, such file and information shall be made available in full in accordance with the limitations and procedures established in this policy and/or the referenced Act.
1. **Admissions and Records - College Credit:** These records are maintained in the Admissions/Records Office of each college and include permanent records of work taken at each college, transcripts of work taken at other colleges, test results, college applications, academic petitions, grade and attendance rosters, student programs, graduation records, counseling logs, student certification records and correspondence with students. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  2. **Admissions and Records - Continuing Education:** These records are maintained in the Continuing Education Division offices located in Santa Ana and Orange, and include records of work taken in the continuing education program, transcripts from other schools, test results, student programs, counselor's notes, and correspondence. The Records personnel also maintain a permanent record file that lists the name, address, telephone number, date of birth, subjects taken, grades received, credits granted and attendance hours of each student during each current and past school year. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  3. **Data Processing Files - College Credit:** These files are maintained in the Information Technology Services department and stored either on tape or in disc pack. These records are kept in one of two files - (1) the current file or (2) the historical file. Both of these files contain student name, permanent number, current address, units attempted, units completed and total grade points accumulated, and graduation status. In addition, the current file maintains the student program. Personnel employed in ITS have access to these files, if such access is necessary for the completion of their official duties. Also, the Admissions/Records staff have access via on-line terminal to the current files.
  4. **Financial Aid Files - College Credit:** These records are maintained in the Financial Aid Offices at Santa Ana College and Santiago Canyon College. Administrators, the financial aid officer, and the financial aid staff have access to these records, as such access is necessary for the completion of their official duties.
  5. **Placement Office Files - College Credit:** These records are maintained in the Placement Office and include applications, student resumes, and letters of recommendation. Administrators, the placement officer, and the Placement Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  6. **Veterans Office Files - College Credit:** These records are maintained in the Veterans Office and include information regarding the number of units a veteran student is enrolled in for the current semester and the number of dependents claimed by the veteran student. Administrators, the Veterans Affairs officer, the Veterans Representative and the Veterans Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  7. **Health Services Files - College Credit:** These records are maintained in the Health Services Center and include medical histories, treatment records and records of medications administered. Administrators and Health Center personnel have access to these records, if access is necessary for the completion of their official duties.
  8. **Divisional/Departmental Files - Work Experience, Student Conduct Records, Etc.:** If official records are maintained by a Division Dean or department, they are related to a particular program within the division or department which requires special certification and/or admissions procedures, and may include student evaluations, recommendations, achievement records, etc. Student conduct files are maintained by the Office of the Associate Dean of Student Development at Santa Ana College and by the Office of the Director of Student Services at Santiago Canyon College.
  9. **Security:** These files are maintained by the Director of Safety and Security and include traffic decal lists, traffic violation records, and historical logs of security infractions and incident reports.

Thank you in advance for your prompt reply. If you have further questions, please do not hesitate to contact me.

The IIB or not IIB Standard IIB Committee





*Pilar Traslavina*  
*Administrative Secretary*

*Santa Ana College - Admissions & Records*

*1530 W. 17th Street*

*Santa Ana, CA 92706*

: (714) 564-6007

: (714) 564-6464

: [traslavina\\_pilar@sac.edu](mailto:traslavina_pilar@sac.edu)

**From:** [Davis, Stuart](#)  
**To:** [Traslavina, Pilar](#)  
**Cc:** [Lyle, Phil](#); [Johnson, Doug](#)  
**Subject:** RE: Review/Update of Academic Regulation AR5117  
**Date:** Thursday, November 21, 2013 1:24:52 PM

---

Here is the latest revision Pilar

**3. Data Processing Files - College Credit:** These files are maintained within the Information Technology Services (ITS) department and stored on servers maintained and secured by ITS. The records are kept on one of two servers; which are housed at different locations for emergencies: (1) the live server and (2) the backup server. Backups are performed multiple times throughout the day for security and data integrity. These files contain student name, identification number, address, units attempted, units completed, total grade points accumulated, as well as graduation status and student program. Personnel employed in ITS have access to these files, if such access is necessary for the completion of their official duties. Also, Admissions/Records staff have access via both a desktop user interface and/or web interface to the current records.

#### **Original Version**

**3. Data Processing Files - College Credit:** These files are maintained in the Information Technology Services department and stored either on tape or in disc pack. These records are kept in one of two files - (1) the current file or (2) the historical file. Both of these files contain student name, permanent number, current address, units attempted, units completed and total grade points accumulated, and graduation status. In addition, the current file maintains the student program. Personnel employed in ITS have access to these files, if such access is necessary for the completion of their official duties. Also, the Admissions/Records staff have access via on-line terminal to the current files.

**Stuart Davis**  
**Interim Director**  
**Information Technology Services**  
**Rancho Santiago Community College District**  
**714.480.7409**


---


**From:** Traslavina, Pilar  
**Sent:** Monday, November 18, 2013 4:49 PM  
**To:** Davis, Stuart; Johnson, Doug  
**Subject:** RE: Review/Update of Academic Regulation AR5117


Hello again,

I just checked and I was able to access the document. I have attached it as a word document. Thank you for your help!

*Pilar Traslavina*

: (714) 564-6007

: (714) 564-6464

: [traslavina\\_pilar@sac.edu](mailto:traslavina_pilar@sac.edu)

---

**From:** Davis, Stuart

**Sent:** Monday, November 18, 2013 3:04 PM  
**To:** Traslavina, Pilar; Johnson, Doug  
**Subject:** RE: Review/Update of Academic Regulation AR5117

Sorry Pilar I was out sick most of last week. I would love to help update the documentation but the font is hard to read on the snapshot. The link is broken however so I am unable to see the entire document and format a new paragraph for you related to Data Processing. If you can provide a new web link or a pdf of the entire document I can go about doing a markup for you guys.

**Stuart Davis**  
**Interim Director**  
**Information Technology Services**  
**Rancho Santiago Community College District**  
**714.480.7409**

---

**From:** Traslavina, Pilar  
**Sent:** Friday, November 08, 2013 3:02 PM  
**To:** Davis, Stuart; Johnson, Doug  
**Subject:** Review/Update of Academic Regulation AR5117

Hello Stuart/Doug,

I am currently part of the Accreditation Team who is responsible to review/edit Standard IIB. The section that Christopher Truong, Bea Cain, and I are responsible for is section 3f. In our standard there is a reference to Academic Regulation AR5117 – Confidentiality, Disclosure and Review of Student Records. Under B. your area was identified as an area that maintain student records. Please take a moment to review your area description below to see if any updates need to be made as well as provide the current procedure used to maintain student files. To view this regulation in its entirety please use the following link <http://rsccd.edu/Trustees/Pages/Admin-Regulation-StuStu-Pers-Servs-AR5117.aspx>.

## RECORDS - CONTENTS AND SUPERVISION

- A. The Director of Admissions and Records shall have supervisory charge of all education records within his/her jurisdiction, and shall be directly responsible for specific records, and shall maintain a list of individuals, by position or name, so designated.
- B. The Rancho Santiago Community College District currently maintains records that comprise the categories of files noted below, and that contain information directly related to a student or students. The inclusion of a file category in the following list does not constitute a requirement that such category be maintained by each component of the district, or, if such category is maintained by each component of the district, that each type of category information listed be included in full in each student's file. The inclusion of a category or type of information in the following list does constitute a requirement that, if the file is maintained and the type of information obtained and retained, such file and information shall be made available in full in accordance with the limitations and procedures established in this policy and/or the referenced Act.
1. **Admissions and Records - College Credit:** These records are maintained in the Admissions/Records Office of each college and include permanent records of work taken at each college, transcripts of work taken at other colleges, test results, college applications, academic petitions, grade and attendance rosters, student programs, graduation records, counseling logs, student certification records and correspondence with students. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  2. **Admissions and Records - Continuing Education:** These records are maintained in the Continuing Education Division offices located in Santa Ana and Orange, and include records of work taken in the continuing education program, transcripts from other schools, test results, student programs, counselor's notes, and correspondence. The Records personnel also maintain a permanent record file that lists the name, address, telephone number, date of birth, subjects taken, grades received, credits granted and attendance hours of each student during each current and past school year. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  3. **Data Processing Files - College Credit:** These files are maintained in the Information Technology Services department and stored either on tape or in disc pack. These records are kept in one of two files - (1) the current file or (2) the historical file. Both of these files contain student name, permanent number, current address, units attempted, units completed and total grade points accumulated, and graduation status. In addition, the current file maintains the student program. Personnel employed in ITS have access to these files, if such access is necessary for the completion of their official duties. Also, the Admissions/Records staff have access via on-line terminal to the current files.
  4. **Financial Aid Files - College Credit:** These records are maintained in the Financial Aid Offices at Santa Ana College and Santiago Canyon College. Administrators, the financial aid officer, and the financial aid staff have access to these records, as such access is necessary for the completion of their official duties.
  5. **Placement Office Files - College Credit:** These records are maintained in the Placement Office and include applications, student resumes, and letters of recommendation. Administrators, the placement officer, and the Placement Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  6. **Veterans Office Files - College Credit:** These records are maintained in the Veterans Office and include information regarding the number of units a veteran student is enrolled in for the current semester and the number of dependents claimed by the veteran student. Administrators, the Veterans Affairs officer, the Veterans Representative and the Veterans Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  7. **Health Services Files - College Credit:** These records are maintained in the Health Services Center and include medical histories, treatment records and records of medications administered. Administrators and Health Center personnel have access to these records, if access is necessary for the completion of their official duties.
  8. **Divisional/Departmental Files - Work Experience, Student Conduct Records, Etc.:** If official records are maintained by a Division Dean or department, they are related to a particular program within the division or department which requires special certification and/or admissions procedures, and may include student evaluations, recommendations, achievement records, etc. Student conduct files are maintained by the Office of the Associate Dean of Student Development at Santa Ana College and by the Office of the Director of Student Services at Santiago Canyon College.
  9. **Security:** These files are maintained by the Director of Safety and Security and include traffic decal lists, traffic violation records, and historical logs of security infractions and incident reports.

Thank you in advance for your prompt reply. If you have further questions, please do not hesitate to contact me.

The IIB or not IIB Standard IIB Committee



*Pilar Traslavina*  
*Administrative Secretary*

**From:** [Manson, Robert](#)  
**To:** [Traslavina, Pilar](#)  
**Cc:** [Truong, Chris](#); [Cain, Bea](#)  
**Subject:** RE: Review/Update of Academic Regulation AR5117  
**Date:** Friday, September 20, 2013 2:04:56 PM

---

It is accurate. I might update it to say:

**4. Financial Aid Files - College Credit:** These records are maintained in the Financial Aid Offices at Santa Ana College and Santiago Canyon College. Administrators, the financial aid officer, and the financial aid staff have access to these records, as such access is necessary for the completion of their official duties. Files are scanned into a document imaging system. The original documents are sent to the warehouse for storage at the end of each academic year.

---

**From:** Traslavina, Pilar  
**Sent:** Friday, September 20, 2013 1:58 PM  
**To:** Manson, Robert  
**Cc:** Truong, Chris; Cain, Bea  
**Subject:** Review/Update of Academic Regulation AR5117

Hello Robert,

I am currently part of the Accreditation Team who is responsible to review/edit Standard IIB. The section that Christopher Truong, Bea Cain, and I are responsible for is section 3f. In our standard there is a reference to Academic Regulation AR5117 – Confidentiality, Disclosure and Review of Student Records. Under B. your area was identified as an area that maintain student records. Please take a moment to review your area description below to see if any updates need to be made as well as provide the current procedure used to maintain student files. To view this regulation in its entirety please use the following link <http://rsccd.edu/Trustees/Pages/Admin-Regulation-StuStu-Pers-Servs-AR5117.aspx>



**From:** [Birnbaum, Beverly](#)  
**To:** [Traslavina, Pilar](#)  
**Cc:** [Contreras, Evangelina](#); [Fuentes, Lupe](#); [Nguyen, Cang](#); [Saavedra, Lupe](#); [Vu, Giang](#)  
**Subject:** RE: Review/Update of Academic Regulation AR5117  
**Date:** Monday, September 23, 2013 11:55:24 AM

---

Pilar,

Testing records are not mentioned here, however student's test results are available on Datatel indefinitely. We maintain answer sheets for two years. Students can view their own answer sheet during this time, if they request to do so. We would verify that it was actual student by requesting a picture id.

Beverly

---

**From:** Traslavina, Pilar  
**Sent:** Friday, September 20, 2013 1:59 PM  
**To:** Birnbaum, Beverly  
**Cc:** Truong, Chris; Cain, Bea  
**Subject:** Review/Update of Academic Regulation AR5117

Hello Beverly,

I am currently part of the Accreditation Team who is responsible to review/edit Standard IIB. The section that Christopher Truong, Bea Cain, and I are responsible for is section 3f. In our standard there is a reference to Academic Regulation AR5117 – Confidentiality, Disclosure and Review of Student Records. Under B. your area was identified as an area that maintain student records. Please take a moment to review your area description below to see if any updates need to be made as well as provide the current procedure used to maintain student files. To view this regulation in its entirety please use the following link <http://rscdd.edu/Trustees/Pages/Admin-Regulation-StuStu-Pers-Servs-AR5117.aspx>

## RECORDS - CONTENTS AND SUPERVISION

- A. The Director of Admissions and Records shall have supervisory charge of all education records within his/her jurisdiction, and shall be directly responsible for specific records, and shall maintain a list of individuals, by position or name, so designated.
- B. The Rancho Santiago Community College District currently maintains records that comprise the categories of files noted below, and that contain information directly related to a student or students. The inclusion of a file category in the following list does not constitute a requirement that such category be maintained by each component of the district, or, if such category is maintained by each component of the district, that each type of category information listed be included in full in each student's file. The inclusion of a category or type of information in the following list does constitute a requirement that, if the file is maintained and the type of information obtained and retained, such file and information shall be made available in full in accordance with the limitations and procedures established in this policy and/or the referenced Act.
1. **Admissions and Records - College Credit:** These records are maintained in the Admissions/Records Office of each college and include permanent records of work taken at each college, transcripts of work taken at other colleges, test results, college applications, academic petitions, grade and attendance rosters, student programs, graduation records, counseling logs, student certification records and correspondence with students. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  2. **Admissions and Records - Continuing Education:** These records are maintained in the Continuing Education Division offices located in Santa Ana and Orange, and include records of work taken in the continuing education program, transcripts from other schools, test results, student programs, counselor's notes, and correspondence. The Records personnel also maintain a permanent record file that lists the name, address, telephone number, date of birth, subjects taken, grades received, credits granted and attendance hours of each student during each current and past school year. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  3. **Data Processing Files - College Credit:** These files are maintained in the Information Technology Services department and stored either on tape or in disc pack. These records are kept in one of two files - (1) the current file or (2) the historical file. Both of these files contain student name, permanent number, current address, units attempted, units completed and total grade points accumulated, and graduation status. In addition, the current file maintains the student program. Personnel employed in ITS have access to these files, if such access is necessary for the completion of their official duties. Also, the Admissions/Records staff have access via on-line terminal to the current files.
  4. **Financial Aid Files - College Credit:** These records are maintained in the Financial Aid Offices at Santa Ana College and Santiago Canyon College. Administrators, the financial aid officer, and the financial aid staff have access to these records, as such access is necessary for the completion of their official duties.
  5. **Placement Office Files - College Credit:** These records are maintained in the Placement Office and include applications, student resumes, and letters of recommendation. Administrators, the placement officer, and the Placement Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  6. **Veterans Office Files - College Credit:** These records are maintained in the Veterans Office and include information regarding the number of units a veteran student is enrolled in for the current semester and the number of dependents claimed by the veteran student. Administrators, the Veterans Affairs officer, the Veterans Representative and the Veterans Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  7. **Health Services Files - College Credit:** These records are maintained in the Health Services Center and include medical histories, treatment records and records of medications administered. Administrators and Health Center personnel have access to these records, if access is necessary for the completion of their official duties.
  8. **Divisional/Departmental Files - Work Experience, Student Conduct Records, Etc.:** If official records are maintained by a Division Dean or department, they are related to a particular program within the division or department which requires special certification and/or admissions procedures, and may include student evaluations, recommendations, achievement records, etc. Student conduct files are maintained by the Office of the Associate Dean of Student Development at Santa Ana College and by the Office of the Director of Student Services at Santiago Canyon College.
  9. **Security:** These files are maintained by the Director of Safety and Security and include traffic decal lists, traffic violation records, and historical logs of security infractions and incident reports.

Thank you in advance for your prompt reply. If you have further questions, please do not hesitate to contact me.

The IIB or not IIB Standard IIB Committee





*Pilar Traslavina*  
*Administrative Secretary*

*Santa Ana College - Admissions & Records*

*1530 W. 17th Street*

*Santa Ana, CA 92706*

: (714) 564-6007

: (714) 564-6464

: [traslavina\\_pilar@sac.edu](mailto:traslavina_pilar@sac.edu)

**From:** [Barnard, Rebecca](#)  
**To:** [Traslavina, Pilar](#)  
**Cc:** [Truong, Chris](#); [Cain, Bea](#)  
**Subject:** RE: Review/Update of Academic Regulation AR5117  
**Date:** Monday, September 23, 2013 9:45:45 AM

---

Hi Pilar;

I reviewed the section regarding Health & Wellness I don't know if you need to include or specifically identify psychological charts for Mental Health Services. Psychological services do maintain their own charts (not part of the Medical chart). The only people that have access to them would be psychological services, as the "medical" staff does not access them.

If you need any more information, let me know.

Thanks

Rebecca

Rebecca Barnard, RN, MSN, Coordinator  
Student Health and Wellness Center  
Santa Ana College, U-120  
1530 West 17th Street  
Santa Ana, CA 92706-3398  
Direct: 714-564-6219 FAX 714-558-3732  
Email: [Barnard\\_Rebecca@sac.edu](mailto:Barnard_Rebecca@sac.edu)

---

**From:** Traslavina, Pilar  
**Sent:** Friday, September 20, 2013 2:01 PM  
**To:** Barnard, Rebecca  
**Cc:** Truong, Chris; Cain, Bea  
**Subject:** Review/Update of Academic Regulation AR5117

Hello Rebecca,

I am currently part of the Accreditation Team who is responsible to review/edit Standard IIB. The section that Christopher Truong, Bea Cain, and I are responsible for is section 3f. In our standard there is a reference to Academic Regulation AR5117 – Confidentiality, Disclosure and Review of Student Records. Under B. your area was identified as an area that maintain student records. Please take a moment to review your area description below to see if any updates need to be made as well as provide the current procedure used to maintain student files. To view this regulation in its entirety please use the following link <http://rsccd.edu/Trustees/Pages/Admin-Regulation-StuStu-Pers-Servs-AR5117.aspx>

**From:** [Nashua, Loy](#)  
**To:** [Traslavina, Pilar](#)  
**Cc:** [Morrow, Linda](#); [Truong, Chris](#); [Cain, Bea](#)  
**Subject:** Re: Review/Update of Academic Regulation AR5117  
**Date:** Saturday, November 09, 2013 7:44:07 AM

---

Hi Pilar,

Thanks for checking with us. I reviewed the AR and the sections relevant to my area looks good.

As for the current procedures used in maintaining student conduct files, students' files are kept in my office in a filing cabinet. Only I and Maria Garibay (my assistant) have access to them.

Please let me know if you have any questions.

Best,  
Loy


On Nov 9, 2013, at 6:59 AM, "Traslavina, Pilar" <[pt38856@sac.edu](mailto:pt38856@sac.edu)> wrote:


Hello Linda and Loy,

My team is looking to submit edits to Dr. Rose for the Academic Regulation soon and I was hoping you would be able to take a moment to review your area description below to see if any updates need to be made as well as provide the current procedure used to maintain student files. We appreciate you taking the time to help update the Academic Regulation.

Thank you,  
Pilar

*Pilar Traslavina*

: (714) 564-6007

: (714) 564-6464

: [traslavina.pilar@sac.edu](mailto:traslavina.pilar@sac.edu)

---

**From:** Traslavina, Pilar  
**Sent:** Friday, September 20, 2013 2:05 PM  
**To:** Morrow, Linda; Nashua, Loy  
**Cc:** Truong, Chris; Cain, Bea  
**Subject:** Review/Update of Academic Regulation AR5117

Hello Loy and Linda,

I am currently part of the Accreditation Team who is responsible to review/edit Standard IIB. The section that Christopher Truong, Bea Cain, and I are responsible for is section 3f. In our standard there is a reference to Academic Regulation AR5117 – Confidentiality, Disclosure and Review of Student Records. Under B. your area was

identified as an area that maintain student records. Please take a moment to review your area description below to see if any updates need to be made as well as provide the current procedure used to maintain student files. To view this regulation in its entirety please use the following link <http://rsccd.edu/Trustees/Pages/Admin-Regulation-StuStu-Pers-Servs-AR5117.aspx>

<image001.jpg>

Thank you in advance for your prompt reply. If you have further questions, please do not hesitate to contact me.

The IIB or not IIB Standard IIB Committee

<image002.jpg>

*Pilar Traslavina*

*Administrative Secretary*

*Santa Ana College - Admissions & Records*

*1530 W. 17th Street*

*Santa Ana, CA 92706*

☎: (714) 564-6007

📠: (714) 564-6464

✉: [traslavina\\_pilar@sac.edu](mailto:traslavina_pilar@sac.edu)

**From:** [Grunbaum, Janet](#)  
**To:** [Traslavina, Pilar](#)  
**Subject:** RE: Review/Update of Academic Regulation AR5117  
**Date:** Thursday, September 26, 2013 8:34:27 AM

---

Pilar,

Below are the changes that need to be made:

**Student Placement Office Files - College Credit:** These records are maintained in the **Student Placement Office** and include applications, student resumes, ~~and~~ letters of recommendation, **employment eligibility documents, payroll forms, student assistant payroll time sheets, and student assistant performance evaluations.** Administrators, the **Job Placement Coordinator** ~~placement officer~~, and the **Student Placement Office** clerical staff have access to these records, if such access is necessary for the completion of their official duties.

*Janet Grunbaum  
Job Placement Coordinator  
Santa Ana College  
Student Employment Program  
(714) 564-6204*

---

**From:** Traslavina, Pilar  
**Sent:** Friday, September 20, 2013 1:58 PM  
**To:** Grunbaum, Janet  
**Cc:** Cain, Bea; Truong, Chris  
**Subject:** Review/Update of Academic Regulation AR5117

Hello Janet,

I am currently part of the Accreditation Team who is responsible to review/edit Standard IIB. The section that Christopher Truong, Bea Cain, and I are responsible for is section 3f. In our standard there is a reference to Academic Regulation AR5117 – Confidentiality, Disclosure and Review of Student Records. Under B. your area was identified as an area that maintain student records. Please take a moment to review your area description below to see if any updates need to be made as well as provide the current procedure used to maintain student files. To view this regulation in its entirety please use the following link <http://rsccd.edu/Trustees/Pages/Admin-Regulation-StuStu-Pers-Servs-AR5117.aspx>

## RECORDS - CONTENTS AND SUPERVISION

- A. The Director of Admissions and Records shall have supervisory charge of all education records within his/her jurisdiction, and shall be directly responsible for specific records, and shall maintain a list of individuals, by position or name, so designated.
- B. The Rancho Santiago Community College District currently maintains records that comprise the categories of files noted below, and that contain information directly related to a student or students. The inclusion of a file category in the following list does not constitute a requirement that such category be maintained by each component of the district, or, if such category is maintained by each component of the district, that each type of category information listed be included in full in each student's file. The inclusion of a category or type of information in the following list does constitute a requirement that, if the file is maintained and the type of information obtained and retained, such file and information shall be made available in full in accordance with the limitations and procedures established in this policy and/or the referenced Act.
1. **Admissions and Records - College Credit:** These records are maintained in the Admissions/Records Office of each college and include permanent records of work taken at each college, transcripts of work taken at other colleges, test results, college applications, academic petitions, grade and attendance rosters, student programs, graduation records, counseling logs, student certification records and correspondence with students. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  2. **Admissions and Records - Continuing Education:** These records are maintained in the Continuing Education Division offices located in Santa Ana and Orange, and include records of work taken in the continuing education program, transcripts from other schools, test results, student programs, counselor's notes, and correspondence. The Records personnel also maintain a permanent record file that lists the name, address, telephone number, date of birth, subjects taken, grades received, credits granted and attendance hours of each student during each current and past school year. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  3. **Data Processing Files - College Credit:** These files are maintained in the Information Technology Services department and stored either on tape or in disc pack. These records are kept in one of two files - (1) the current file or (2) the historical file. Both of these files contain student name, permanent number, current address, units attempted, units completed and total grade points accumulated, and graduation status. In addition, the current file maintains the student program. Personnel employed in ITS have access to these files, if such access is necessary for the completion of their official duties. Also, the Admissions/Records staff have access via on-line terminal to the current files.
  4. **Financial Aid Files - College Credit:** These records are maintained in the Financial Aid Offices at Santa Ana College and Santiago Canyon College. Administrators, the financial aid officer, and the financial aid staff have access to these records, as such access is necessary for the completion of their official duties.
  5. **Placement Office Files - College Credit:** These records are maintained in the Placement Office and include applications, student resumes, and letters of recommendation. Administrators, the placement officer, and the Placement Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  6. **Veterans Office Files - College Credit:** These records are maintained in the Veterans Office and include information regarding the number of units a veteran student is enrolled in for the current semester and the number of dependents claimed by the veteran student. Administrators, the Veterans Affairs officer, the Veterans Representative and the Veterans Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  7. **Health Services Files - College Credit:** These records are maintained in the Health Services Center and include medical histories, treatment records and records of medications administered. Administrators and Health Center personnel have access to these records, if access is necessary for the completion of their official duties.
  8. **Divisional/Departmental Files - Work Experience, Student Conduct Records, Etc.:** If official records are maintained by a Division Dean or department, they are related to a particular program within the division or department which requires special certification and/or admissions procedures, and may include student evaluations, recommendations, achievement records, etc. Student conduct files are maintained by the Office of the Associate Dean of Student Development at Santa Ana College and by the Office of the Director of Student Services at Santiago Canyon College.
  9. **Security:** These files are maintained by the Director of Safety and Security and include traffic decal lists, traffic violation records, and historical logs of security infractions and incident reports.

Thank you in advance for your prompt reply. If you have further questions, please do not hesitate to contact me.

The IIB or not IIB Standard IIB Committee



*Pilar Traslavina*  
*Administrative Secretary*



**From:** [Aguilar Beltran, Maria](#)  
**To:** [Traslavina, Pilar](#)  
**Cc:** [Truong, Chris](#); [Cain, Bea](#)  
**Subject:** RE: Review/Update of Academic Regulation AR5117  
**Date:** Tuesday, November 12, 2013 3:23:03 PM

---

Hi Pilar,

I apologize for forgetting to respond ☹ Below is what I have come up with.

Confidentiality, Disclosure and Review of Student Record

These records are maintained in the Disabled Student Programs and Services department and include an application for DSP&S services, verification of disability status, identification of educational limitations, accommodations, and the Student Educational Contract. Administrators and DSP&S personnel have access to these records, if access is necessary for the completion of their official duties.

Thank you,  
Maria

***Maria Aguilar Beltran, MSW, LCSW***  
***Faculty Coordinator: Disabled Student Programs & Services***  
***Associate Professor: Counseling***  
***Santa Ana College (U-103)***  
***1530 West 17th Street***  
***Santa Ana, CA 92706***  
***714-564-6297***  
***714-564-6294 fax***



---


**From:** Traslavina, Pilar  
**Sent:** Friday, November 08, 2013 2:58 PM  
**To:** Aguilar Beltran, Maria  
**Cc:** Truong, Chris; Cain, Bea  
**Subject:** FW: Review/Update of Academic Regulation AR5117


Hello Maria,

My team is looking to submit edits to Dr. Rose for the Academic Regulation soon and I was hoping you would be able to submit a description as well as provide the current procedure used to maintain student files in the DSPS office. We appreciate you taking the time to help update the Academic Regulation.

Thank you,  
Pilar

*Pilar Traslavina*

: (714) 564-6007

: (714) 564-6464

: [traslavina\\_pilar@sac.edu](mailto:traslavina_pilar@sac.edu)

---

**From:** Traslavina, Pilar  
**Sent:** Friday, September 20, 2013 2:37 PM  
**To:** Aguilar Beltran, Maria  
**Cc:** Truong, Chris; Cain, Bea  
**Subject:** Review/Update of Academic Regulation AR5117

Hello Maria,

I am currently part of the Accreditation Team who is responsible to review/edit Standard IIB. The section that Christopher Truong, Bea Cain, and I are responsible for is section 3f. In our standard there is a reference to Academic Regulation AR5117 – Confidentiality, Disclosure and Review of Student Records. Under B. your area was identified as an area that maintain student records. Please take a moment to review the descriptions below and create a description as well as provide the current procedure used to maintain student files. To view this regulation in its entirety please use the following link <http://rscdd.edu/Trustees/Pages/Admin-Regulation-StuStu-Pers-Servs-AR5117.aspx>

**From:** [Leon, Christine](#)  
**To:** [Traslavina, Pilar](#)  
**Subject:** RE: Review/Update of Academic Regulation AR5117  
**Date:** Wednesday, November 13, 2013 2:34:04 PM

---

Hi Pilar

Here is my description for EOPS/CARE and CalWORKs. Let me know if you need more.

Designated EOPS/CARE and CalWORKs classified staff are authorized to access, review and/or download SAC student records for any of the following reasons:

- 1) Determine if student meets eligibility criteria for program participation; and
- 2) Determine if student remains eligible for continuing program services by achieving minimum standards of academic scholarship and progress; and
- 3) Determine when student meets term limits for program participation; and
- 4) Facilitate counselors' review of student progress toward degree completion
- 5) Per student request, in preparation for planning next semester courses with a counselor in advance of their priority registration date.

EOPS/CARE and CalWORKs are categorically-funded programs which require regular and on-going review of students to ensure that they are in compliance with program regulations, both for service provision and for MIS reporting purposes.

Student files for both programs are kept in secure file cabinets in areas which are off-limits to program participants.

Student files are "closed" when they are exited from the program for one of these reasons: non-compliance, have reached program term limits, or have graduated. Closed files are kept in the EOPS Archives File cabinets for 3 years, then sent to Warehouse with instructions to shred the files after 3 years.

Thanks,

CML

Christine M. Leon  
Associate Dean, EOPS/CARE & CalWORKs  
Santa Ana College  
(714) 564-6240  
(714) 564-6230 (reception)

---

**From:** Traslavina, Pilar  
**Sent:** Friday, November 08, 2013 2:50 PM  
**To:** Leon, Christine  
**Subject:** Review/Update of Academic Regulation AR5117

Hello Christine,

I am currently part of the Accreditation Team who is responsible to review/edit Standard IIB. The

section that Christopher Truong, Bea Cain, and I are responsible for is section 3f. In our standard there is a reference to Academic Regulation AR5117 – Confidentiality, Disclosure and Review of Student Records. Under B. your area was identified as an area that maintain student records. Please take a moment to review the descriptions below and create a description as well as provide the current procedure used to maintain student files. To view this regulation in its entirety please use the following link <http://rsccd.edu/Trustees/Pages/Admin-Regulation-StuStu-Pers-Servs-AR5117.aspx>

#### **RECORDS - CONTENTS AND SUPERVISION**

- A. The Director of Admissions and Records shall have supervisory charge of all education records within his/her jurisdiction, and shall be directly responsible for specific records, and shall maintain a list of individuals, by position or name, so designated.
- B. The Rancho Santiago Community College District currently maintains records that comprise the categories of files noted below, and that contain information directly related to a student or students. The inclusion of a file category in the following list does not constitute a requirement that such category be maintained by each component of the district, or, if such category is maintained by each component of the district, that each type of category information listed be included in full in each student's file. The inclusion of a category or type of information in the following list does constitute a requirement that, if the file is maintained and the type of information obtained and retained, such file and information shall be made available in full in accordance with the limitations and procedures established in this policy and/or the referenced Act.
  1. **Admissions and Records - College Credit:** These records are maintained in the Admissions/Records Office of each college and include permanent records of work taken at each college, transcripts of work taken at other colleges, test results, college applications, academic petitions, grade and attendance rosters, student programs, graduation records, counseling logs, student certification records and correspondence with students. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  2. **Admissions and Records - Continuing Education:** These records are maintained in the Continuing Education Division offices located in Santa Ana and Orange, and include records of work taken in the continuing education program, transcripts from other schools, test results, student programs, counselor's notes, and correspondence. The Records personnel also maintain a permanent record file that lists the name, address, telephone number, date of birth, subjects taken, grades received, credits granted and attendance hours of each student during each current and past school year. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  3. **Data Processing Files - College Credit:** These files are maintained in the Information Technology Services department and stored either on tape or in disc pack. These records are kept in one of two files - (1) the current file or (2) the historical file. Both of these files contain student name, permanent number, current address, units attempted, units completed and total grade points accumulated, and graduation status. In addition, the current file maintains the student program. Personnel employed in ITS have access to these files, if such access is necessary for the completion of their official duties. Also, the Admissions/Records staff have access via on-line terminal to the current files.
  4. **Financial Aid Files - College Credit:** These records are maintained in the Financial Aid Offices at Santa Ana College and Santiago Canyon College. Administrators, the financial aid officer, and the financial aid staff have access to these records, as such access is necessary for the completion of their official duties.
  5. **Placement Office Files - College Credit:** These records are maintained in the Placement Office and include applications, student resumes, and letters of recommendation. Administrators, the placement officer, and the Placement Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  6. **Veterans Office Files - College Credit:** These records are maintained in the Veterans Office and include information regarding the number of units a veteran student is enrolled in for the current semester and the number of dependents claimed by the veteran student. Administrators, the Veterans Affairs officer, the Veterans Representative and the Veterans Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  7. **Health Services Files - College Credit:** These records are maintained in the Health Services Center and include medical histories, treatment records and records of medications administered. Administrators and Health Center personnel have access to these records, if access is necessary for the completion of their official duties.
  8. **Divisional/Departmental Files - Work Experience, Student Conduct Records, Etc.:** If official records are maintained by a Division Dean or department, they are related to a particular program within the division or department which requires special certification and/or admissions procedures, and may include student evaluations, recommendations, achievement records, etc. Student conduct files are maintained by the Office of the Associate Dean of Student Development at Santa Ana College and by the Office of the Director of Student Services at Santiago Canyon College.
  9. **Security:** These files are maintained by the Director of Safety and Security and include traffic decal lists, traffic violation records, and historical logs of security infractions and incident reports.

Thank you in advance for your prompt reply. If you have further questions, please do not hesitate to contact me.

The IIB or not IIB Standard IIB Committee



## *Pilar Traslavina*

*Administrative Secretary*

*Santa Ana College - Admissions & Records*

*1530 W. 17th Street*

*Santa Ana, CA 92706*

☎: (714) 564-6007

📠: (714) 564-6464

✉: [traslavina\\_pilar@sac.edu](mailto:traslavina_pilar@sac.edu)

**From:** [Card-Govela, Peggy](#)  
**To:** [Traslavina, Pilar](#)  
**Cc:** [Truong, Chris](#); [Cain, Bea](#)  
**Subject:** RE: Review/Update of Academic Regulation AR5117  
**Date:** Wednesday, November 13, 2013 9:52:15 AM

---

Good morning Pilar,

Please find my response to your question below. Let me know if you have additional questions or require further information.

Since November 2012, the SAC Scholarship Program uses an online application system, therefore, all student records and information are password protected in an online database. Students input their demographic, financial, and educational information into their online application. This information is verified for accuracy by ITS. Students create a username and password and are able to log on and see their own application only. The Director of College Advancement, Scholarship Program Coordinator and Student Specialists have administrative access (have created usernames and passwords) to view student information to respond to students' questions and assure that applications are complete.

Please let me know if this answers your question. Thanks,  
Peggy

Peggy Card-Govela, M.S.  
Scholarship Program Coordinator  
Santa Ana College  
[card\\_govela\\_peggy@sac.edu](mailto:card_govela_peggy@sac.edu)  
(714) 564-6995

---


**From:** Traslavina, Pilar  
**Sent:** Friday, November 08, 2013 2:56 PM  
**To:** Card-Govela, Peggy  
**Cc:** Truong, Chris; Cain, Bea  
**Subject:** RE: Review/Update of Academic Regulation AR5117


Hello Peggy,

My team is looking to submit edits to Dr. Rose for the Academic Regulation soon and I was hoping you would be able to submit a description as well as provide the current procedure used to maintain student files in the Scholarships office. We appreciate you taking the time to help update the Academic Regulation.

Thank you,  
Pilar

*Pilar Traslavina*

: (714) 564-6007

: (714) 564-6464

: [traslavina\\_pilar@sac.edu](mailto:traslavina_pilar@sac.edu)

---

**From:** Traslavina, Pilar  
**Sent:** Friday, September 20, 2013 3:29 PM  
**To:** Card-Govela, Peggy  
**Cc:** Truong, Chris; Cain, Bea  
**Subject:** Review/Update of Academic Regulation AR5117

Hello Peggy,

I am currently part of the Accreditation Team who is responsible to review/edit Standard IIB. The section that Christopher Truong, Bea Cain, and I are responsible for is section 3f. In our standard there is a reference to Academic Regulation AR5117 – Confidentiality, Disclosure and Review of Student Records. Under B. your area was identified as an area that maintain student records. Please take a moment to review the descriptions below and create a description as well as provide the current procedure used to maintain student files. To view this regulation in its entirety please use the following link <http://rscdd.edu/Trustees/Pages/Admin-Regulation-StuStu-Pers-Servs-AR5117.aspx>

## RECORDS - CONTENTS AND SUPERVISION

- A. The Director of Admissions and Records shall have supervisory charge of all education records within his/her jurisdiction, and shall be directly responsible for specific records, and shall maintain a list of individuals, by position or name, so designated.
- B. The Rancho Santiago Community College District currently maintains records that comprise the categories of files noted below, and that contain information directly related to a student or students. The inclusion of a file category in the following list does not constitute a requirement that such category be maintained by each component of the district, or, if such category is maintained by each component of the district, that each type of category information listed be included in full in each student's file. The inclusion of a category or type of information in the following list does constitute a requirement that, if the file is maintained and the type of information obtained and retained, such file and information shall be made available in full in accordance with the limitations and procedures established in this policy and/or the referenced Act.
1. **Admissions and Records - College Credit:** These records are maintained in the Admissions/Records Office of each college and include permanent records of work taken at each college, transcripts of work taken at other colleges, test results, college applications, academic petitions, grade and attendance rosters, student programs, graduation records, counseling logs, student certification records and correspondence with students. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  2. **Admissions and Records - Continuing Education:** These records are maintained in the Continuing Education Division offices located in Santa Ana and Orange, and include records of work taken in the continuing education program, transcripts from other schools, test results, student programs, counselor's notes, and correspondence. The Records personnel also maintain a permanent record file that lists the name, address, telephone number, date of birth, subjects taken, grades received, credits granted and attendance hours of each student during each current and past school year. Faculty, administration and clerical staff members have access to these files, if such access is necessary for the completion of their official duties.
  3. **Data Processing Files - College Credit:** These files are maintained in the Information Technology Services Department and stored either on tape or in disc pack. These records are kept in one of two files - (1) the current file or (2) the historical file. Both of these files contain student name, permanent number, current address, units attempted, units completed and total grade points accumulated, and graduation status. In addition, the current file maintains the student program. Personnel employed in ITS have access to these files, if such access is necessary for the completion of their official duties. Also, the Admissions/Records staff have access via on-line terminal to the current files.
  4. **Financial Aid Files - College Credit:** These records are maintained in the Financial Aid Offices at Santa Ana College and Santiago Canyon College. Administrators, the financial aid officer, and the financial aid staff have access to these records, as such access is necessary for the completion of their official duties.
  5. **Placement Office Files - College Credit:** These records are maintained in the Placement Office and include applications, student resumes, and letters of recommendation. Administrators, the placement officer, and the Placement Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  6. **Veterans Office Files - College Credit:** These records are maintained in the Veterans Office and include information regarding the number of units a veteran student is enrolled in for the current semester and the number of dependents claimed by the veteran student. Administrators, the Veterans Affairs officer, the Veterans Representative and the Veterans Office clerical staff have access to these records, if such access is necessary for the completion of their official duties.
  7. **Health Services Files - College Credit:** These records are maintained in the Health Services Center and include medical histories, treatment records and records of medications administered. Administrators and Health Center personnel have access to these records, if access is necessary for the completion of their official duties.
  8. **Divisional/Departmental Files - Work Experience, Student Conduct Records, Etc.:** If official records are maintained by a Division Dean or department, they are related to a particular program within the division or department which requires special certification and/or admissions procedures, and may include student evaluations, recommendations, achievement records, etc. Student conduct files are maintained by the Office of the Associate Dean of Student Development at Santa Ana College and by the Office of the Director of Student Services at Santiago Canyon College.
  9. **Security:** These files are maintained by the Director of Safety and Security and include traffic decal lists, traffic violation records, and historical logs of security infractions and incident reports.

Thank you in advance for your prompt reply. If you have further questions, please do not hesitate to contact me.

The IIB or not IIB Standard IIB Committee