

# VERIFICATION OF INFORMATION

---

WebAdvisor provides students with access to their current semester's enrolment information and the academic evaluation for their current program.

Prior to the start of the June, October and March course selection periods registered Diploma students will be sent an email which lists their current academic program and class level. The email also contains information regarding how to make corrections to the information listed.

Changes to personal information (e.g. name) may require presentation of appropriate documentation to Enrolment Services, Office of Registrarial Services.

Student hardcopy files are destroyed after 7 years of inactivity (e.g. no registrations) or one (1) semester after a student has graduated. In these cases the transcript is the only official file available from the Office of Registrarial Services that can be referenced during an appeal.

**Students should familiarize themselves with the procedures regarding Academic Consideration, Grade Reassessment and Petitions.**