

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
SENIOR VICE PROVOST AND DEAN OF UNDERGRADUATE
STUDIES

DIRECTOR OF ACADEMIC SPECIAL REPORTS

CU 08707 **CAREER WORKSHOP FILE FOR MINORITY
STUDENTS**

Description:

Used to recruit minority high school students who attend career workshops and to track the progress of workshop participants who enroll at Clemson University. Information includes Workshop Application form, parental consent form, Student Discipline Policy, student evaluation, insurance/medical history form, copy of report card, correspondence, and information about the enrollment of some workshop participants in the university.

Retention:

Students who did not enroll: 3 years after date of workshop;
destroy.

Students who enrolled: 3 years after graduation or date of last
attendance; destroy.

Schedule approved 11/16/95

DIRECTOR, MICHELIN CAREER CENTER

CU 13826 **CAREER COUNSELING FILES**

Description:

Created by the Career Center to document programs and services to help students identify and achieve their career goals. Records

consist of a Careet Counseling intake form which includes student name, date, major, hobbies, extracurricular activities, and available counseling services. Other information includes career inventory forms, aptitude tests, test results, counselors' analyses, and related information.

Retention:

2 years; destroy.

Schedule approved 9/19/2003