

Enrollment Flow Chart S.Y. 2011-2012

ONE- STOP- SHOP

Start Here →

STUDENT

- a.) READS his/ her course on the Freshmen 2011 Masterlist.
 b.) GOES to the following:

ADMISSION (by College)

Deputized Admissions Officer (D.A.O)

- Verifies and Tags student's name on MASTERLIST
- Scrutinizes Enrollment Requirements (ER)
- Issues Admissions Slip as proof to present to Adviser
- Keys in scholarship status

Deputized Registrar (D.R)

- Collects and keeps Enrollment Requirements (ER)



COURSE ADVISING

Course Adviser (C.A)

- Checks the authenticity of the Admissions Slip
- Assigns student's block number, lists PE options
- Issues Preliminary Registration Form (PRF)



SUBJECT CONTROLLING

Subject Controller (S.C)

- Keys in subjects to be enrolled (based on approved PRF including PE subjects)
- Prints Assessment



PAYMENT OF FEES

Deputized Cashier (D.C)

- Receives payment based on Department's assessment
- Issues Official Receipt (OR) & stamps paid on assessment

Insurance/ College/ KASAMA Representative

- Receives payment/ issues receipt of: Insurance & Medical Assistance Fee, College Fee.



PRINTING OF STUDENT'S COPY

Deputized Assessor (D.A)

- PRINTS, STAMPS **OFFICIALLY ENROLLED** COR after ensuring that all fees are paid, except those with scholarship grant for billing purposes.



SIGNING OF STUDENT'S COPY

Adviser & Department Chairman

- Signs Certificate of Registration (COR)



Can be done immediately after Enrollment
MEDICAL/ PHYSICAL EXAMINATION

Clinic Personnel

- Checks the authenticity of COR
- Conducts medical/ physical examinations



PRINTING OF IDENTIFICATION CARD

Computer Center Personnel

- Checks the authenticity of COR
- Takes picture and Issues School Identification Card

End Here →

STUDENT:

- Presents Enrollment Requirements to Deputized Admissions Officer
- Gets Admissions Slip
- Proceeds to Course Adviser

- Presents Admissions Slip
- Checks block # indicated

- Presents approved PRF to Subject Controller
- Gets Assessment
- Brings Assessment to Deputized Cashier

- Pays fees
- Gets OR
- Insurance/ MAF OR # must be printed in COR

- Presents O.R and approved PRF /assessment
- Gets COR

- Brings COR to Department for signing
- Gets signed COR

Deletion of COR:

Registrar (approves letter of withdrawal) → Cashier (Collects P110 CODE: **ADM 3**) → Registrar Deletes