	ASSESSMENT AND ADVISING OF STUDENTS' ENROLLMENT IN THE NEW NORMAL	Doc. Control No.	PRMSU-ASA-COMSP09	
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Revision History

Rev. No.	Originator	Details of Revision	Approval Date	Effectivity Date
00	DR. MENCHIE A. DELA CRUZ	Original Issue	May 3, 2021	May 4, 2021

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Prepared by:	Reviewed and Approved by:
MENCHIE A. DELA CRUZ, Ph.D. Dean, College of Communication and Information Technology	**FELIPA M. RICO, Ph.D.** VP, Academic and Student Affairs

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BY: GERBY DG DEAYA
DATE: MAY 04 2021

1.0 OBJECTIVE

To create and preserve a documented system in assessment and advising of students' enrolment for new or beginning college freshmen, transferees, returnees, cross enrolees and shifters students.

2.0 SCOPE

This procedure applies to all new or beginning college freshmen students, transferees, returnees, cross enrolees and shifter students at the college level only.

3.0 REFERENCES

Student Manual

4.0 DEFINITION OF TERMS

Advising – is to recommend, suggest and notify students/parents regarding data of enrolment.
Assessment - refers to the wide variety of methods or tools that educators use to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of student.
Certificate of Registration – a printed copy of the official enrolment registration of the student.
Class Schedule – a schedule indicating what days and times the student *classes* will be held.
College Dean - An administrative officer in charge of a college, faculty, or division in a university supervises the enforcement of rules.
Enrolment - the act of putting yourself onto the official list of enrolled students.
Enrolment Officer – faculty or staff in-charge in the enrolment.
Evaluation - is an appraisal of something to determine its worth or fitness.
Faculty - the teaching staff of a university or college, or of one of its departments or divisions, viewed as a body.
Google Form - is a web-based app used to create forms for data collection purposes.
Registrar - an official in a college or university who is responsible for keeping student records.
University Information System (UIS) – an information system used for Enrolment processing.
Verification - the process of establishing the truth, accuracy, or validity of something.

5.0 PROCEDURES

PROCESS FLOW	RESPONSIBLE	DETAILS
START		
POST CLASS SCHEDULE AND ENROLLMENT LINK	Program Chair	Post Class Schedule and Enrolment Link through Google Form in the College Facebook Page.
MIGRATE STUDENT DATA OF ENROLLMENT	Program Chair & Faculty Enrolment Officer	Migrate the student data and attachments accomplished by the student from the Google form to MS Excel.
VALIDATION/VERIFICATION OF STUDENT DATA & ATTACHMENTS	Program Chair & Faculty Enrolment Officer	Validate/Verify the student data entries and attachments.
DATA COMPLETE AND NO ERROR?	Program Chair & Faculty Enrolment Officer	If the validated/verified student data entries and attachments are correct and complete then prepare for encoding in the university information system while If not, send email to student regarding his/her compliance and advise student to resend it to the college email.
Yes / No		
SEND EMAIL		
ENCODING, ASSESSMENT AND ADVISING OF STUDENT DATA	Program Chair & Faculty Enrolment Officer	Encode, assessed and advise the validated/verified student data of enrolment using the university information system.
SUBMIT ECOPY REPORT	Program Chair	Submit e-copy summary of report of the assessed students to the registrar office for releasing of Certificate of Registration.
END		

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6.0 ATTACHMENT/FORMS

- Google form for data entry and e-copy of certificate of registration

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