



ASSESSMENT AND ADVISING OF STUDENTS' ENROLLMENT IN THE NEW NORMAL

Doc. Control No.	PRMSU-ASA-COMSP09
Effectivity Date	May 4, 2021
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1.0 OBJECTIVE

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

2.0 SCOPE

This procedure applies to all new or beginning college freshmen students, transferees, returnees, cross enrollees 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.

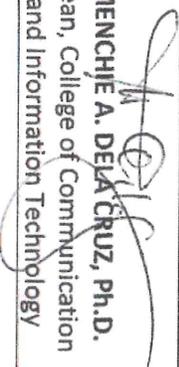
Registrar - an official in a college or university who is responsible for keeping student records.

University Information System (UIS) – an information system used for Enrolment processing.

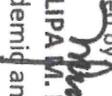
Verification - the process of establishing the truth, accuracy, or validity of something.

UNIVERSITY OF THE PHILIPPINES
PRESIDENT RAMON RAZA SISON
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
MAY 4 2021
GERRY D. ORERA
DATE: _____

Prepared by:


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Reviewed and Approved by:


FELIPA M. RICO, Ph.D.
VP, Academic and Student Affairs

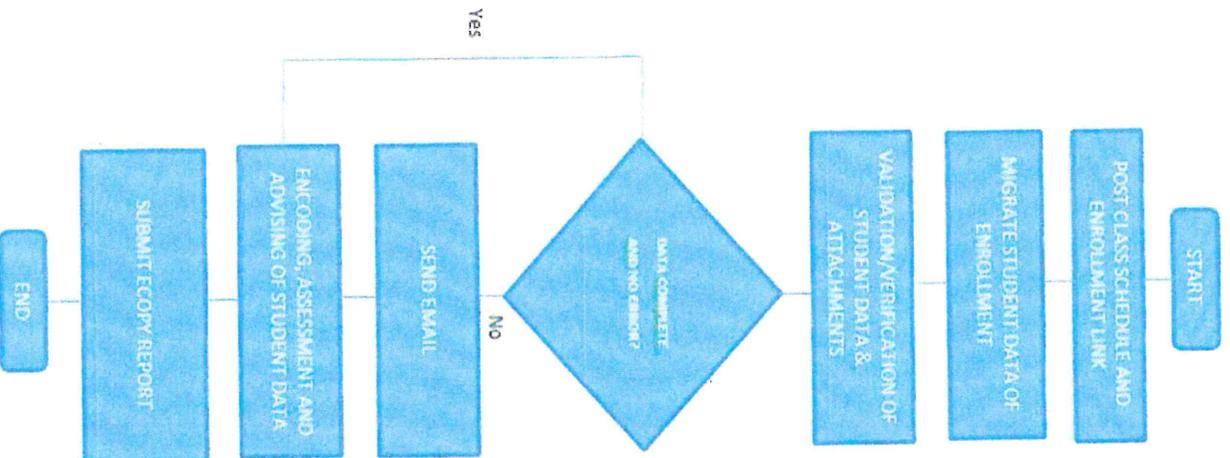


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5.0 PROCEDURES

PROCESS FLOW



RESPONSIBLE



<p>Program Chair</p> <p>Program Chair & Enrolment Officer</p> <p>Program Chair & Enrolment Officer</p> <p>Program Chair</p>	<p>Post Class Schedule and Enrolment Link through Google Form in the College Facebook Page.</p> <p>Migrate the student data and attachments accomplished by the student from the Google form to MS Excel.</p> <p>Validate/Verify the student data entries and attachments.</p> <p>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.</p> <p>Encode, assessed and advise the validated/verified student data of enrolment using the university information system.</p> <p>Submit e-copy summary of report of the assessed students to the registrar office for releasing of Certificate of Registration.</p>
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6.0 ATTACHMENT/FORMS

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

PRMSU
CONTROLLED COPY
BY: *[Signature]*
DATE: May 4, 2021

Prepared by: <i>[Signature]</i> MENCHE A. DELA CRUZ, Ph.D. Dean, College of Communication and Information Technology	Reviewed and Approved by: <i>[Signature]</i> FELIPA M. RICO, Ph.D. VP, Academic and Student Affairs
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