

 ASSESSMENT OF COLLEGE STUDENTS FOR ENROLLMENT	Doc Control No.	PRMSU-ASA-COMSP03
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1.0 OBJECTIVE

To create and preserve a documented system in assessing college freshmen students, transferees, returnees, cross enrollees and shifters students for enrollment.

2.0 SCOPE

This procedure applies to all college freshmen students, transferees, shifters, returnees and cross enrollees.

3.0 REFERENCES

Student Manual

4.0 DEFINITION OF TERMS

Freshman – is a person in the first year at an educational institution, usually a secondary or post-secondary school/college. Is brand-new to studying college. They have just applied, been accepted, and are signing up for their first college courses.

Transferee –a student that has some previous type of college experience under their belt and has earned some type of college credits already in other university.

Returnee – student who discontinued studies for a period of time and want to study again or re-admitted.

Cross Enrollee – a student enrolled in courses outside his degree program.

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

College Dean - An administrative officer in charge of a college, faculty, or division in a university supervises the enforcement of rules.

Enrolment Officer – faculty or staff in-charge in the enrolment.

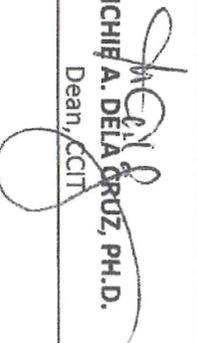
Cashier - an employee who handles the financial transactions of a company/university.

Medical Officer - a doctor in charge of the *health* services of an employee in the organization/institution.

Dental Officer – a doctor involves in advising, administering, supervising, or performing professional and scientific work in the field of dentistry.

ID System Officer – a faculty or staff in-charge in the administration of securing identification card of the student and employee.

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Faculty - the teaching staff of a university or college, or of one of its departments or divisions, viewed as a body.

Admission - is permission given to a person to enter an organization or institution.

Evaluation - is an appraisal of something to determine its worth or fitness.

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.

Enrolment - the act of putting yourself onto the official list of enrolled students.

Class Schedule – a schedule indicating what days and times the student *classes* will be held.

Pre-registration - the action of registering the subjects to be enrolled or being registered in advance.

Clearance - the action or process of clearing or of being dispersed, official authorization for something to proceed or take place.

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

Subject Confirmation and Assessment Slip – a printed copy of the enrolment assessment output/result of the student.

Certificate of Registration – a printed copy of the official enrolment registration of the student.

Tuition fee - the charge or fee for instruction, as at a private school or a college or university.

Student Identification Card - a *card* verifying somebody's identity as a university student and entitling them to services, discounts, etc.

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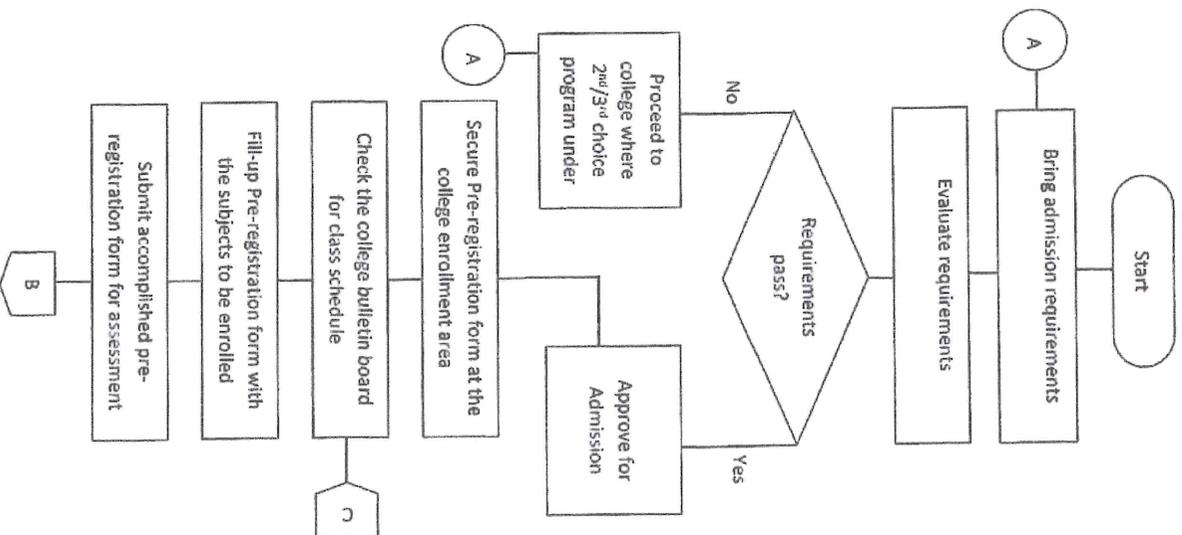
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5.0 PROCEDURES

Assessment of Freshmen Students for Enrollment Flowchart

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| <ol style="list-style-type: none"> 1. Student 2. Dean/Program Chair 3. Dean/Program Chair 4. Dean/Program Chair 5. Student 6. Student 7. Student 8. Student | <ol style="list-style-type: none"> 1. Bring the entrance exam result, filled-up admission form and copy of form 137 to the college for evaluation. 2. Evaluate student requirements for admission. <i>(Follow the admission policy set by the college).</i> 3. Approve for admission and proceed to step 5. <i>(Else, proceed to the next step).</i> 4. Advice to proceed to the college where his/her 2nd or 3rd priority program under, and proceed to step 1 again. 5. Secure pre-registration form at the college enrollment area. 6. Check the college bulletin board for class schedule. 7. Fill-up pre-registration form with the subjects to be enrolled. 8. Submit the accomplished pre-registration form to the enrollment officer for assessment. |
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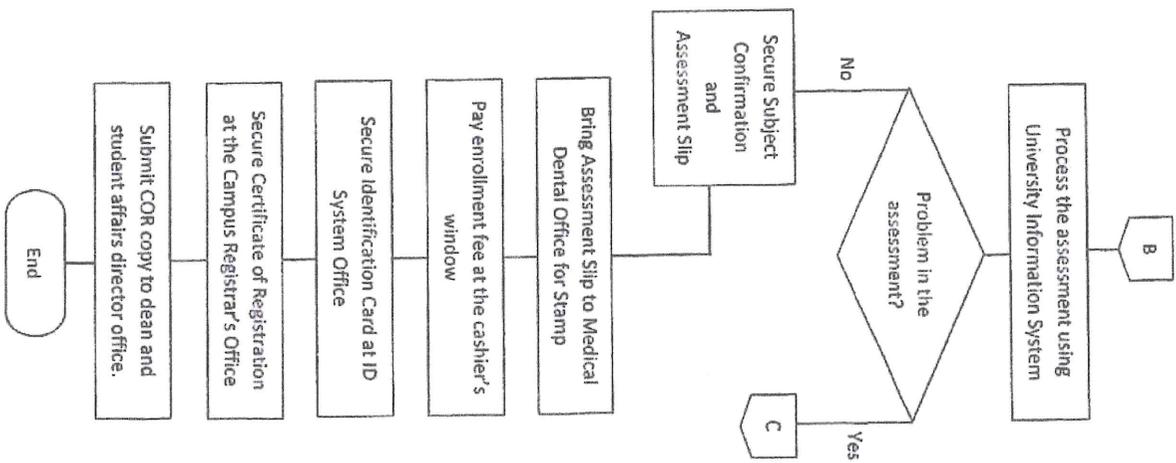


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|--|---|
| <p>9. Enrollment officer in-charge (Faculty/Staff)</p> <p>10. Student</p> <p>11. Student</p> <p>12. Student</p> <p>13. Student</p> <p>14. Student</p> <p>15. Student</p> | <p>9. Process the assessment using University Information System. (If there is a problem in the assessment like conflict of schedule proceed to step 6 again, else, proceed to the next step.)</p> <p>10. Secure subject confirmation and assessment slip from the enrollment officer.</p> <p>11. Bring the subject confirmation and assessment slip to the medical dental office for stamp.</p> <p>12. Pay the required enrollment fee at the cashier's window.</p> <p>13. Secure student identification card at the ID System Office.</p> <p>14. Secure Certificate of Registration (COR) at the Registrar's Office.</p> <p>15. Submit Certificate of Registration (COR) copy to the dean and student affairs director.</p> |
|--|---|

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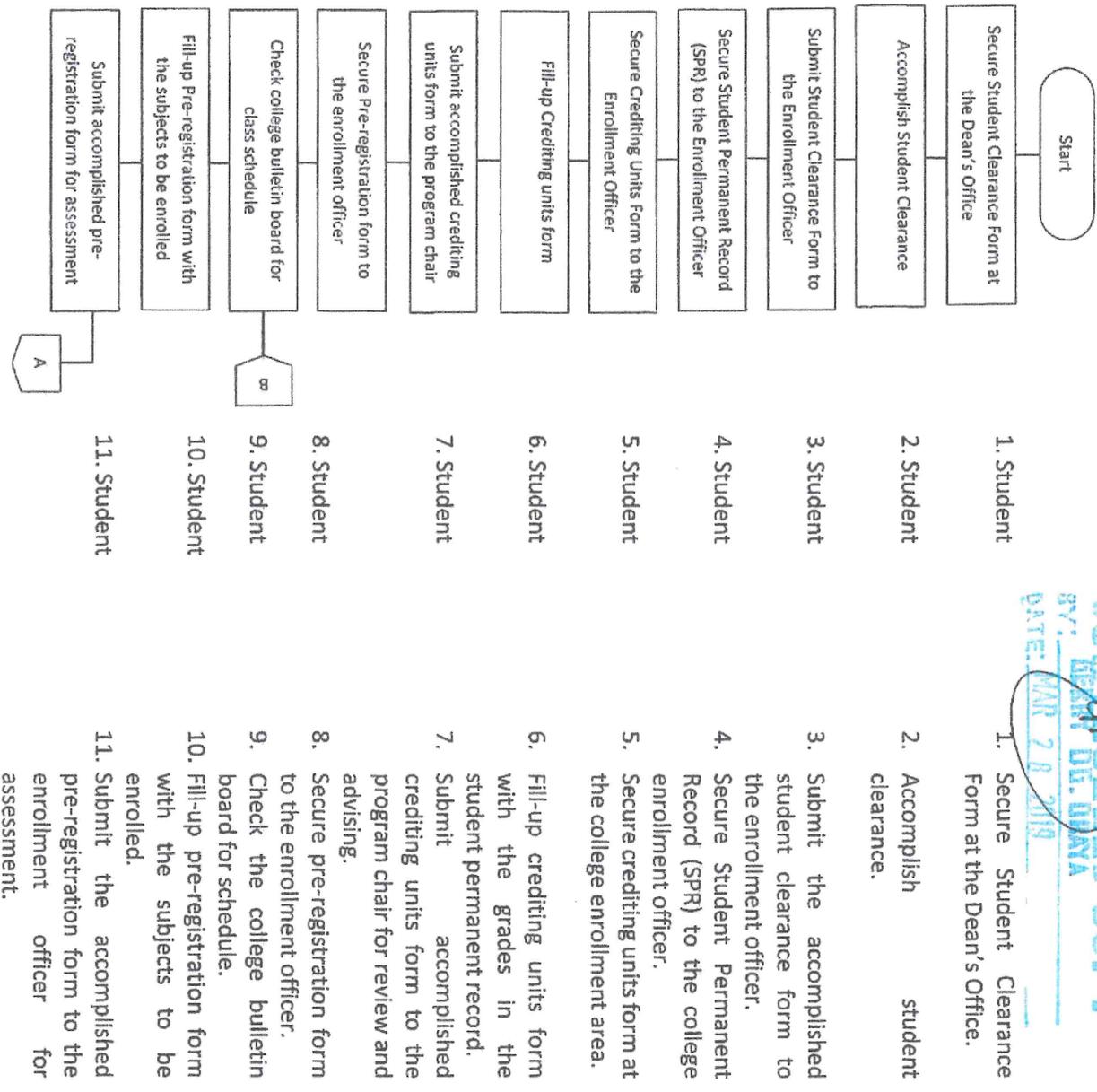
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Assessment of Old/Returnee Students for Enrollment Flowchart

Responsible

Details/Process



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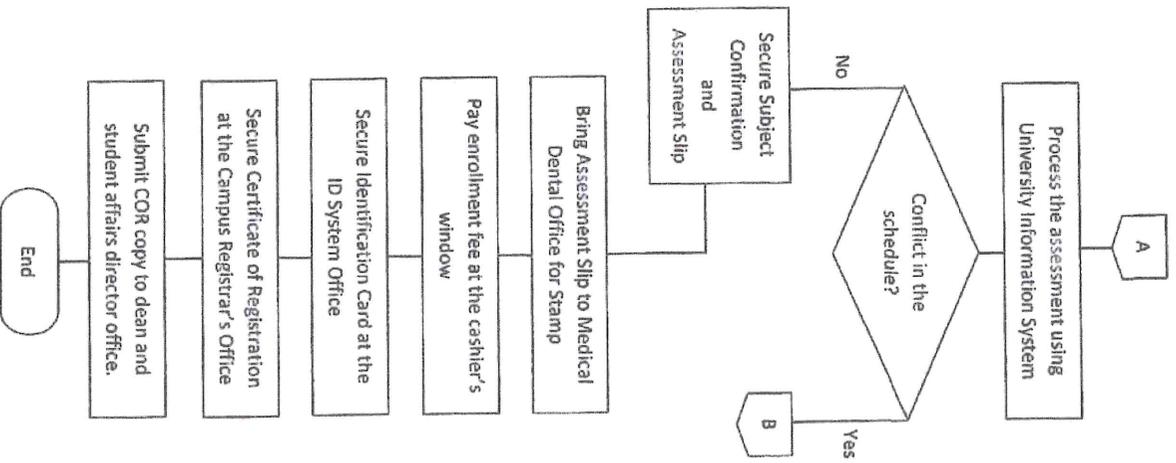
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12. Enrollment Officer (Faculty/Staff) 12. Process the assessment using University Information System by the college enrollment officer.

If there is a problem in the assessment like conflict of schedule, then proceed to step 9 again, else,

13. Secure subject confirmation and assessment slip from the enrollment officer.

14. Student 14. Bring the subject confirmation and assessment slip to the medical dental office for stamp.
15. Student 15. Pay the required tuition fee at the cashier's office.

16. Student 16. Bring the old identification card to the ID System Office for validation and sticker posting.
17. Student 17. Secure Certificate of Registration (COR) at the Registrar's Office.
18. Student 18. Submit Certificate of Registration (COR) and reviewed crediting unit form copies in a brown envelope to the dean and student affairs director.

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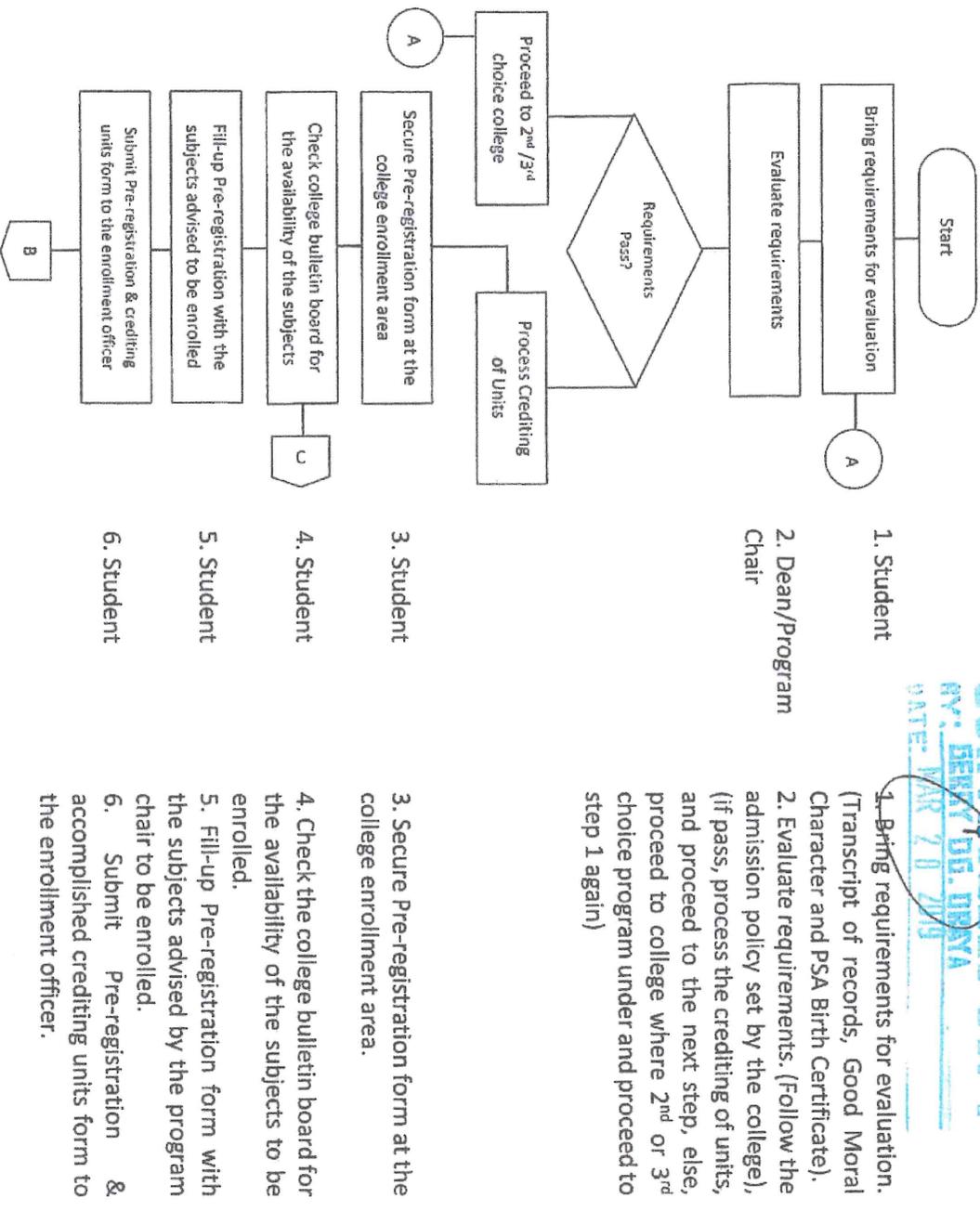


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Assessment of Transferee/Shifter Students for Enrollment Flowchart

Responsible Details/Process



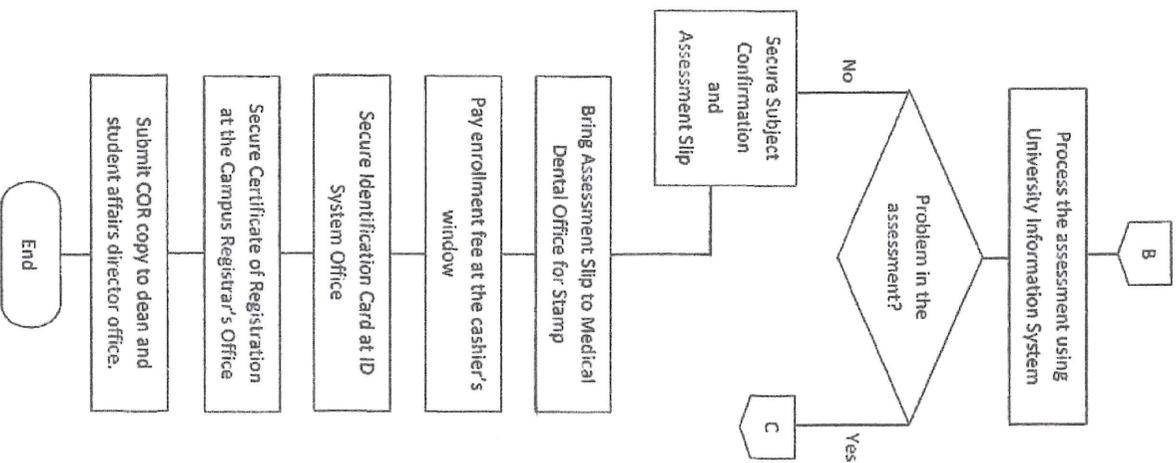
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- 7. Faculty/Staff
7. Process the assessment using University Information System by the college enrollment officer.
(If there is a conflict of schedule proceed to step 5 again, else proceed to the next step).
- 8. Student
8. Secure subject confirmation and assessment slip from the enrollment officer.
- 9. Student
9. Bring the subject confirmation and assessment slip to the medical dental office for stamp.
- 10. Student
10. Pay the required tuition fee at the cashier's office.
- 11. Student
11. Secure student identification card at the ID System Office.
- 12. Student
12. Secure Certificate of Registration (COR) at the Registrar's Office.
- 13. Student
13. Submit COR copy to the dean and student affairs office.

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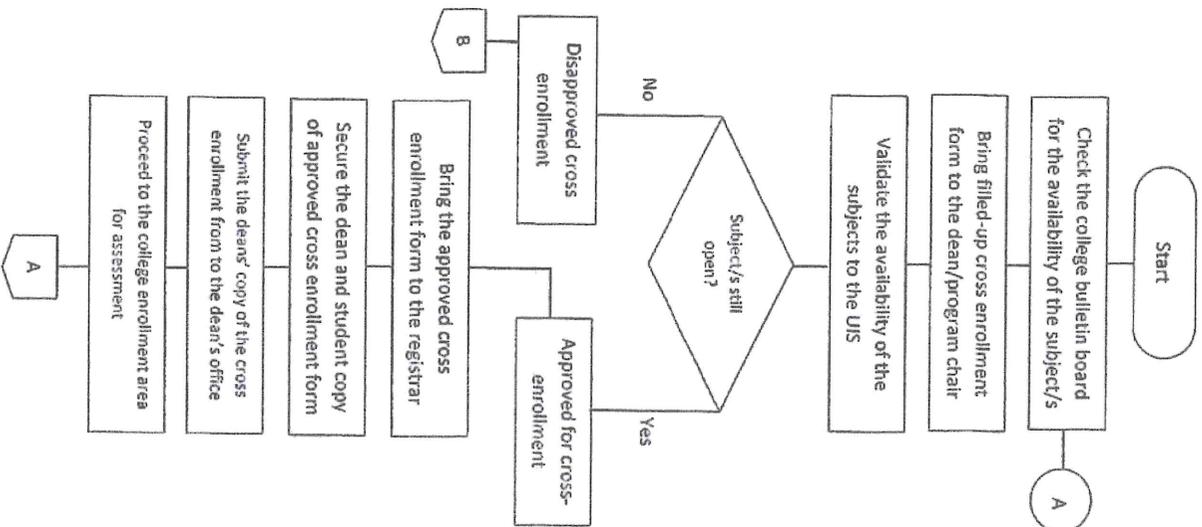
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Assessment of Cross-Enrollee Students for Enrollment

Responsible

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Flowchart



1. Student
2. Student
3. Faculty/Staff

1. Check the college bulletin board where the subject to be cross-enrolled is/are available.
2. Bring filled-up cross enrollment form to the college dean/program chair where the subjects to be taken.
3. Validate the availability of the subjects to the UIS (and if it is still open, approved for cross-enrollment and proceed to the next step, else, disapproved cross-enrollment and return cross-enrollment form to the student.)

4. Student
 5. Student
 6. Student
 7. Student
4. Bring the approved cross enrollment form to the registrar for processing.
 5. Secure the dean and student copy of the approved cross enrollment form from the registrar.
 6. Submit the deans copy of the approved cross enrollment form to the office of the dean.
 7. Proceed to the college enrollment area for assessment.

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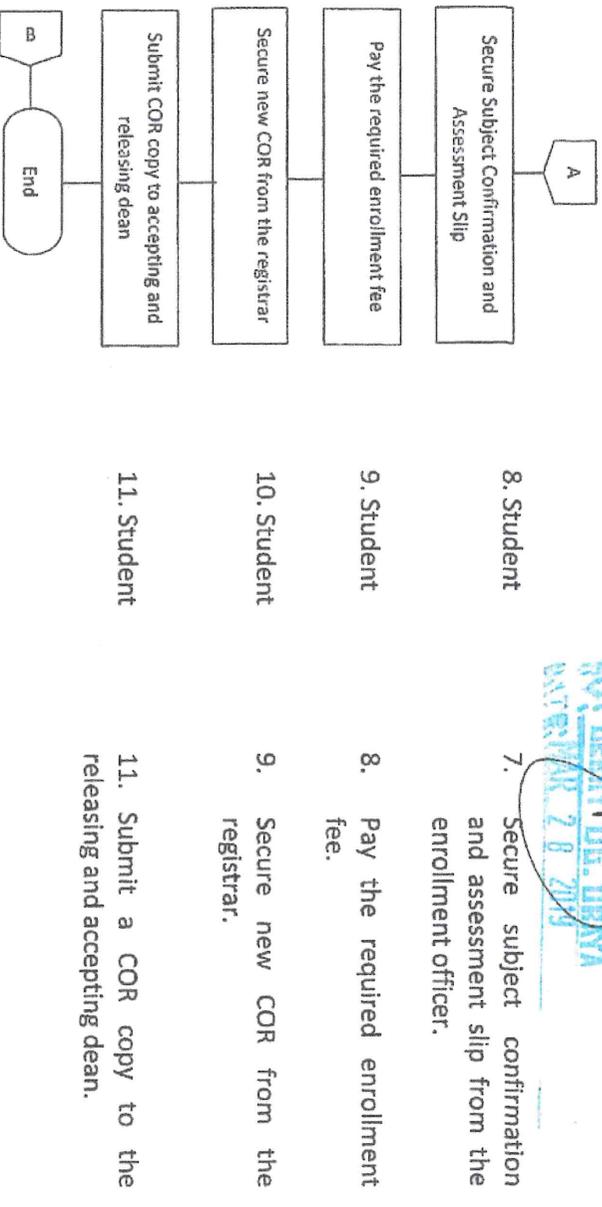
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- Pre-registration Form
- Clearance Form
- Assessment and Confirmation Slip
- Certificate of Registration
- Shifting Form
- Crediting Units Form
- Cross-Enrollment Form

6.0 ATTACHMENTS

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