

Procedure No:	ACA-PROC-0008
Procedure Title:	Graduate School Enrollment Procedure
Related Policy:	<ul style="list-style-type: none"> • Official Enrollment Policy (ACA-POL-0004) • School Fees Policy (ACA-POL-0012) • Student Course Load and Pre-requisite Policy (ACA-POL-0005) • Overload Policy (ACA-POL-0006)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Three (3)
Office of Origin: (Procedure Expert)	Office of the Registrar Registrar
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the enrollment of students in the graduate school department.
Areas of Responsibility:	<ul style="list-style-type: none"> • Registrar -- Office of the Registrar • Management Staff – Office of the Dean • Management Staff – Admissions Office • Data Operations Personnel – IT Center • Cashier -- Finance and Resources • Accounts receivable (A/R) – Comptrollership
Procedure Details:	<p>New Student:</p> <p>Step 1: The student presents the official receipt (reservation fee) to the Graduate School Office management staff. The management staff issues the advisement slip to the student.</p> <p>Step 2: The student fills-out the advisement slip with the courses he wants to enroll.</p> <p>Step 3: The Dean approves the filled-out advisement slip. After which, the student is advised to proceed to the IT Center for encoding of enrolled courses.</p> <p>Step 4: The student presents the approved advisement slip to the Data Operations Personnel (DOP) of the IT Center. The DOP encodes the courses enrolled. The DOP stamps the advisement slip with "encoded" and files the form for future reference.</p> <p>Then the student is advised to proceed to window 2 of the financial affairs office for the assessment of fees.</p> <p>Step 5: The student proceeds to the financial affairs office and presents the official receipt (reservation fee) to the accounts receivable (A/R) clerk. The accounts receivable (A/R) clerk prints the registration/assessment form in Duplicate (2) copies and hand it to the student.</p> <p>Step 6: The student goes to the cashier presents his registration/assessment form and pays his account.</p> <p>Step 7: The cashier issues an official receipt and forwards the registration/assessment to the accounts receivable (A/R) clerk for validation.</p> <p>Step 8: The accounts receivable (A/R) clerk validates the registration/assessment form by stamping "Officially Enrolled".</p> <p>Step 9: The accounts receivable (A/R) clerk gives to the student the original copy of the validated registration/assessment form and official receipt. The carbon copies are filed for reference.</p> <p>OLD Student:</p> <p>Step 1: The student presents his ID and pays the processing fee at the cashier. The cashier</p>

	<p>issues the official receipt.</p> <p>Step 2: The student proceeds to the Graduate School Office. The management staff issues the advisement slip to the student. The student fills-out the advisement slip with the courses he wants to enroll.</p> <p>Step 3: The Dean approves the filled-out advisement slip. After which, the student is advised to proceed to the IT Center for encoding of enrolled courses.</p> <p>Step 4: The student presents the approved advisement slip to the Data Operations Personnel (DOP) of the IT Center. The DOP encodes the courses enrolled. The DOP stamps the advisement slip with "encoded" and files the form for future reference.</p> <p>Then the student is advised to proceed to window 2 of the financial affairs office for the assessment of fees.</p> <p>Step 5: The student proceeds to the financial affairs office and presents the official receipt (reservation fee) to the accounts receivable (A/R) clerk. The accounts receivable (A/R) clerk prints the registration/assessment form in Duplicate (2) copies and hand it to the student.</p> <p>Step 6: The student goes to the cashier presents his registration/assessment form and pays his account.</p> <p>Step 7: The cashier issues an official receipt and forwards the registration/assessment to the accounts receivable (A/R) clerk for validation.</p> <p>Step 8: The accounts receivable (A/R) clerk validates the registration/assessment form by stamping "Officially Enrolled".</p> <p>Step 9: The accounts receivable (A/R) clerk gives to the student the original copy of the validated registration/assessment form and official receipt. The carbon copies are filed for reference.</p>
Procedure Approval Authority:	Registrar
References:	<ul style="list-style-type: none"> • Student Handbook • School fees Policy (ACA-POL-0012) • Advisement Slip (form number here) • Registration/assessment form (form number here)
Definition:	<p>Registration/assessment form – is a form given to students than contain some of their pertinent personal information, subjects enrolled, the school fees to be paid.</p> <p>Advisement Slip – is form that contains the courses to be enrolled by the student.</p>
Help Page:	<p>Office of the Dean</p> <p>Office of the Financial Affairs</p> <p>Office of the Registrar</p>

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