

Procedure No:	ACA-PROC-0023
Procedure Title:	Cross Enrollment Application Procedure
Related Policy:	Cross Enrollment Policy (ACA-POL-0009)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the Dean Dean
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control application for cross-enrollment of students in the collegiate department.
Areas of Responsibility:	<ul style="list-style-type: none"> • Dean • Academic Relations Staff – Office of the Dean • Evaluator – Office of the Registrar • Information Desk Officer (IDO) – Office of the Registrar • Cashier – Financial Affairs Office
Procedure Details:	<p>Step 1: The student presents his validated registration form and secures the Application to Cross Enroll from the IDO of the Registrar's Office.</p> <p>Step 2: The student fills-out the form (attached validated registration form) and submit it to the Evaluator of the Registrar's Office.</p> <p>Step 3: The Evaluator logs-in to the LES and prints the curriculum checklist of the student.</p> <p>Step 4: The Evaluator evaluates the application and current academic standing of the student. Cross-enrollment Policy (ACA-POL-0009) is strictly implemented here.</p> <p>Step 5: If application to cross-enroll is valid, the Evaluator signs the application to cross enroll and advise the student to seek endorsement of the Dean.</p> <p>Step 6: The student presents the application for cross enrollment form to the Academic Relations staff for approval of the Dean .</p> <p>Step 7: Upon approval of the Dean, the student pays the cross enrollment fee at the cashier. The cashier issues an official receipt.</p> <p>Step 8: The student presents the approved application to cross enroll and official receipt to the IDO.</p> <p>Step 9: Upon receipt of the form, the IDO prepares the Permit to Cross Enroll and issue the same to the student. The IDO files the approved application to cross enroll.</p>
Procedure Approval Authority:	Dean
References:	<ul style="list-style-type: none"> • Application to Cross Enroll form • Curriculum Checklist • Permit to Cross Enroll • Student Handbook • Letran Enrollment System (LES)
Definition:	None
Help Page:	Office of the Dean Office of the Registrar IT Center

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