**Procedure No:** ACA-PROC-0026  
**Procedure Title:** Student Pre-Enrollment  
**Related Policy:** Pre-Enrollment Policy (ACA-POL-0003)  
**Date of Issuance:** 2008-2009  
**Effectivity:** 2008-2009 to present  
**Page Number:** Two (2)  
**Office of Origin:** Office of the Dean  
**(Procedure Expert)** Academic Relations Staff  
**“Supersedes” Notification:** None

**Procedure Description:** This procedure is designed to administer and control the pre-enrollment of students in the college department.

**Areas of Responsibility:**
- Evaluator -- Registrar's Office
- Academic Relations Staff -- Office of the Dean
- Area Chairman -- Office of the Dean
- Academic Program Chair -- Office of the Dean
- Institute Director

**Procedure Details:**

Step 1: The evaluator of the Registrar's office prints the checklist and separates the blockers from the irregular students by evaluating the printed checklist.

Step 2: The evaluator forwards the segregated checklists to the office of the Dean for encoding in the LES.

Step 3: The Academic Relations Staff encodes the pre-enrollment into the LES. For blockers, the only data encoded is the section code and LES will automatically input the required course load in the given semester. For irregular students, the Academic Relations Staff will encode one-by-one the general education (GenEd) course loads including the following; subject code and section code. The LES will automatically input the time, day, and room. Policy on pre-enrollment and pre-requisite is strictly enforced here.

Step 4: After the GenEd courses are encoded. The Academic Program Chair and Institute Directors will encode the major courses of every student one-by-one including the following; subject code and section code. The LES will automatically input the time, day, and room. Policy on pre-enrollment and pre-requisite is strictly enforced here.

Step 5: After the encoding of pre-enrolled courses, the Academic Relations Staff prints the temporary enrollment form (TEF) just in time for regular enrollment.

**Procedure Approval Authority:** Dean

**References:**
- Curriculum Checklist
- Temporary Enrollment Form (TEF)
- Letran Enrollment System (GUI)
- Student Handbook

**Definition:**
- **Blocker** -- Are students with no back-subjects whose course load will be the total number of courses offered in the current semester as indicated in the approved curriculum.
- **Irregular** -- Are students with back-subjects and whose course load is not the same as the total number of courses offered in the current semester as indicated in the approved curriculum.

**GUI** — Graphical User Interface

**Help Page:**
- Office of the Dean
- Office of the Registrar
- IT Center