

Procedure No:	ACA-PROC-0004
Procedure Title:	Graduate School Admission Procedure
Related Policy:	Student Admission Policy (ACA-POL-0002) Entrance Exam Policy (policy number here)
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 the admission of new students in the graduate school department. These procedure cut-across different offices with their corresponding responsibility and accountability.
Areas of Responsibility:	<ul style="list-style-type: none"> • Dean -- Office of the Graduate School Dean • Management Staff – Admissions Office • Management Staff – Office of the Graduate School Dean • Records Custodian – Office of the Registrar • Psychometrician – Guidance and Counseling office • Cashier -- Finance and Resources
Procedure Details:	<p>Step 1: Fill-out Application Form The student applicant secures and fill-out the application form from the management staff of the Graduate School Office.</p> <p>Step 2: Submit Admission Requirements The student applicant submits the following admission requirements to the management staff:</p> <ul style="list-style-type: none"> • Original transcript of records of with special order number. • Average grade of not lower than 85%. • Two (2) passport-size pictures • Certificate of employment • Written recommendations which demonstrated strong qualities to pursue the graduate program. • Original and photocopy of their Alien Certificate of Registration (ACR)—for foreign student applicants. • Honorable dismissal from the other school (if transferee) <p>If requirements are not complete, proceed to this step: Step 2.1: Fill-out and sign a promissory note and submit it to the management staff.</p> <p>Step 3: Checking of Admission Requirements The management staff checks the submitted admission requirements and application form. If no documentary problem, do step 4, otherwise do step 2.1.</p> <p>Step 4: Payment of Entrance Exam Fee The management staff issues the entrance exam payment slip to the student applicant. The student applicant proceeds to the cashier and pays the entrance exam fee.</p> <p>Step 5: Schedule of Entrance Exam The student applicant proceeds back to the Graduate school office to present the official receipt for the schedule and venue of entrance exam. The date, time, and venue of the entrance exam is given to the student applicant and the management staff files the student applicant's record submitted in Step 2.</p> <p>Step 6: Entrance Exam Test Proper The student applicant takes the entrance exam as scheduled in step 5. Procedure and Policy on entrance exam is applied here.</p>

	<p>Step 7: Issuance of Exam Result The student applicant proceeds to the guidance office for the entrance exam results. The Guidance office files the exam result to the student applicant record and forwards the record to the Graduate school office management staff. If the student applicant passed the entrance exam, proceed to step 8, otherwise, the student applicant is informed that he is not admitted in the Colegio.—end of procedure.</p> <p>Step 8: Data Encoding and Issuance of Student Number The management staff of the Graduate school office issues a reservation slip to the student applicant for payment of reservation fee and advises the student applicant to proceed first to the IT Center for encoding and issuance of student number (system generated). The student number will be given to the student applicant.</p> <p>Also, in this step, the student is advised as to the schedule of his enrollment.</p> <p>Step 9: Payment of Reservation fee The student applicant proceeds to the cashier and pays the reservation fee. In exchange for an official receipt and returns for enrollment as scheduled in step 8.</p> <p>Step 10: Record Filing The management staff of the Graduate school office forwards the student applicant records to the office of the Registrar for filing and record keeping.—end of procedure.</p>
<p>Procedure Approval Authority:</p>	<p>Graduate school Dean</p>
<p>References:</p>	<ul style="list-style-type: none"> • Student Handbook • School fees Policy (ACA-POL-0012) • Entrance Exam Procedure (procedure number here) • Application Form (form number here) • Entrance Exam Slip (form number here) • Reservation Slip (form number here)
<p>Definition:</p>	<p>Student applicant record – is a file that contains the admission requirements, student application form, and entrance exam result. This becomes the official student record kept at the Registrar’s office.</p>
<p>Help Page:</p>	<p>Guidance and Counseling office Office of the Graduate School Dean Office of the Registrar</p>

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