

Procedure No:	ACA-PROC-0007
Procedure Title:	College 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:	Two (2)
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 collegiate 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 Admissions office management staff. The management staff issues the admission kit and identifies therein the block-section or subjects to be enrolled by the student. The student is advised to proceed to the IT Center.</p> <p>Step 2: The student presents the admission kit with remark "okay for enrollment" to the Data Operations Personnel of the IT Center. He encodes the block-section or subjects to be enrolled. Then the student is advised to proceed to window 2 of the financial affairs office for the assessment of fees.</p> <p>Step 3: 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 4: The student goes to the cashier presents his registration/assessment form and pays his account.</p> <p>Step 5: The cashier issues an official receipt and forwards the registration/assessment to the accounts receivable (A/R) clerk for validation.</p> <p>Step 6: The accounts receivable (A/R) clerk validates the registration/assessment form by stamping "Officially Enrolled".</p> <p>Step 7: 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 window of CL3. The student assistant (SA) issues the official receipt and curriculum checklist.</p> <p>Step 2: The student proceeds to the next window of CL3 for the printing of his temporary enrollment form (TEF). The student is advised to proceed to CL2.</p> <p>Note: If the student has corrections or subjects to be added, the student has to</p>

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	<p>check first the subject offering at the bulletin board of the Registrar’s Office before going to CL2.</p> <p>Step 3: The student presents his TEF (with or without changes) and curriculum checklist to the faculty adviser for approval.</p> <p>Step 4: On the same room, the student presents his TEF to the Data Operations Personnel (DOP) of the IT Center for the encoding of the changes in the TEF (if there are) and stamping of “encoded”.</p> <p>Step 5: On the same room, the student presents his stamped TEF and processing fee receipt 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. The TEF is filed by the IT Center for reference.</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 student assistant (SA) for validation. The SA validates the registration/assessment form by stamping “Officially Enrolled”.</p> <p>Step 8: The SA 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) • Curriculum checklist (form number here) • Temporary Enrollment Form (TEF) (form number here) • Registration/assessment form (form number here)
Definition:	<p>Registration/assessment form – is a form given to students that contain some of their pertinent personal information, subjects enrolled, the school fees to be paid.</p> <p>Temporary Enrollment Form – is form that contains the courses and schedules pre-enrolled for the students by the academic heads.</p> <p>Curriculum checklist – is a report of the courses taken and still to be taken by a student based on his approved academic program curriculum. This report also includes the grades of the taken courses.</p>
Help Page:	Office of the Dean Office of the Financial Affairs Office of the Registrar

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