

Procedure No:	ACA-PROC-0009
Procedure Title:	Cross-Enrollment Application Procedure
Related Policy:	<ul style="list-style-type: none"> <li>• Cross Enrollment Policy (ACA-POL-0009)</li> <li>• Official Enrollment Policy (ACA-POL-0004)</li> <li>• Student Course Load and Pre-requisite Policy (ACA-POL-0005)</li> <li>• Overload Policy (ACA-POL-0006)</li> </ul>
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the Registrar Evaluator
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the cross-enrollment application of students in the collegiate department.
Areas of Responsibility:	<ul style="list-style-type: none"> <li>• Evaluator -- Office of the Registrar</li> <li>• Management Staff – Office of the Dean</li> <li>• Records Officer – Office of the Registrar</li> <li>• Cashier -- Finance and Resources</li> </ul>
Procedure Details:	<p>Step 1: The student secures the application for cross-enrollment form at the Office of the Dean.</p> <p>Step 2: The student fills-out the form, attached a photocopy of his validated registration form and submit it to the Evaluator of the office of the Registrar for approval.</p> <p>Step 3: The Evaluator checks the cross-enrollment application and approves the same based on existing cross-enrollment policy (ACA-POL-0009). Also, the Evaluator issues the student a payment slip. Nonetheless, the student is advised to seek approval of the cross-enrollment application form from the Dean before paying the cross-enrollment fee.</p> <p>Step 4: The student submits the "Evaluator-approved" cross-enrollment application to the Dean for final approval.</p> <p>Step 5: The Dean checks the cross-enrollment application and approves the same based on existing cross-enrollment policy (ACA-POL-0009).</p> <p>Step 6: The student proceeds to the cashier, presents the payment slip and pay the cross-enrollment fee. The cashier issues the student an official receipt.</p> <p>Step 8: The student submits the approved cross-enrollment application with the official receipt to the Records Officer of the Registrar's Office for the preparation of the Cross-Enrollment Permit.</p> <p>Step 9: The Records Officer receives the approved application and schedules the release of the Cross-enrollment Permit after three (3) working days.</p> <p>Step 10: The Records Officer releases the Cross-enrollment permit as schedule on step 9 to the student.</p>
Procedure Approval Authority:	Registrar
References:	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• School fees Policy (ACA-POL-0012)</li> <li>• Cross-enrollment Application Form (form number here)</li> <li>• Cross-Enrollment Permit (TEF) (form number here)</li> <li>• Payment Slip (form number here)</li> </ul>
Definition:	Records Officer
Help Page:	Office of the Dean Office of the Financial Affairs Office of the Registrar

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