

Procedure No:	ACA-PROC-0021
Procedure Title:	Course Adjustment Procedure for Collegiate
Related Policy:	Course Adjustment Policy (ACA-POL-0008) Course Withdrawal Policy (ACA-POL-0021)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Three (3)
Office of Origin: (Procedure Expert)	Office of the Dean Dean
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control course adjustment (adding and dropping) of students in the Collegiate department. This procedure covers both partial course adjustment and total withdrawal.
Areas of Responsibility:	<ul style="list-style-type: none"> <li>• Dean</li> <li>• A/R Clerk – Office of the Financial Affairs</li> <li>• Cashier – Finance and Resources</li> <li>• Data Operations Personnel (DOP) – IT Center</li> <li>• Academic Relations Staff – Office of the Dean</li> <li>• Records In-charge – Office of the Registrar</li> </ul>
Procedure Details:	<p><b>Drop and/or Add a course (Adjustment):</b></p> <p>Step 1: The student presents his validated registration/assessment form and secures the adjustment form from the Academic Relations staff of the Dean's Office.</p> <p>Step 2: The student fills-out the adjustment form and submit it to the Dean for approval.</p> <p>Step 3: The Dean approves the adjustment form.</p> <p>Step 4: The student proceeds to the IT Center and presents the adjustment form to the Data Operations Personnel (DOP).</p> <p>Step 5: The DOP logs into the Letran Enrollment System (LES), encodes the adjustment form and prints the system generated adjustment form. The DOP stamps the adjustment form with "encoded" and files the document.</p> <p>Step 6: The student present the system generated adjustment form to the Registrar for approval.</p> <p>Step 7: The Registrar checks the adjusted courses and consequently approves the course adjustment by affixing his signature. If the Registrar sees any problem in the adjustment, the student is advised to revise the course adjustment and go back to step 2.</p> <p>Step 8: The student presents the approved system generated adjustment form to the A/R clerk for assessment. The A/R clerk logs into the LES and assesses the course adjustment. The A/R clerk prints the assessment form (2 copies).</p> <p>If the assessment requires no payment, the system prints an assessment form with a note "auto-validate". The A/R clerk, stamps the assessment from with "validated".</p> <p>If there is refund of payment, the student is issued a credit memo. The A/R clerk, stamps the assessment from with "validated".</p> <p>Step 9: If there is a payment required, the student is issued a debit memo. The student presents the debit memo to the cashier and pays the amount due. The cashier issues an official receipt and forwards the system generated adjustment form to the A/R clerk for validation.</p> <p>Step 10: The original copy of the validated system generated adjustment form and</p>

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	<p>assessment form is issued to the student, the other copy is filed by the A/R clerk.</p> <p><b>Total / Partial Withdrawal:</b></p> <p>Step 1: The student presents his validated registration/assessment form and secures the withdrawal form (2 copies) from the Academic Relations staff of the College Dean.</p> <p>Step 2: The student fills-out the withdrawal form and secure signature of concerned faculty member.</p> <p>Step 3: The Dean approves the total withdrawal form.</p> <p>Step 4: The student presents the Dean-approved total withdrawal form and secures clearance from the following offices:</p> <ul style="list-style-type: none"> <li>• Comptrollership</li> <li>• Library</li> <li>• Guidance</li> <li>• Student Services</li> </ul> <p>Step 5: The student presents the Dean-approved total withdrawal form to the Records In-charge for approval.</p> <p>Step 6: The Records in-charge checks and consequently approves the total withdrawal form if the records in-charge sees no problem, otherwise, the student is advised to revise total withdrawal form and go back to step 2.</p> <p>Step 7: The student presents the approved total withdrawal form to the Data Operations Personnel (DOP) for encoding. The DOP logs-in to the LES and encodes the withdrawn courses and prints the Subject Withdrawal Confirmation Slip. The DOP stamps the withdrawal form with "ENCODED".</p> <p>Step 8: The student distributes the copies of the encoded withdrawal form as follows:</p> <p style="padding-left: 40px;">Student – Original copy of the subject withdrawal confirmation slip Registrar’s Office – Duplicate copy of the form.</p>
<p>Procedure Approval Authority:</p>	<p>Dean</p>
<p>References:</p>	<ul style="list-style-type: none"> <li>• Adjustment Form</li> <li>• Withdrawal form</li> <li>• Registration/assessment form</li> <li>• System Generated Adjustment Form</li> <li>• Credit Memo</li> <li>• Debit Memo</li> <li>• Assessment Form</li> <li>• Subject Withdrawal Confirmation Slip</li> </ul>
<p>Definition:</p>	<p>None</p>
<p>Help Page:</p>	<p>Office of the Dean Office of the Registrar Office of the Financial Affairs IT Center</p>

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