

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: (Procedure Expert)	Office of the Dean 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:	<ul style="list-style-type: none"> • 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:	<p>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.</p> <p>Step 2: The evaluator forwards the segregated checklists to the office of the Dean for encoding in the LES.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Procedure Approval Authority:	Dean
References:	<ul style="list-style-type: none"> • Curriculum Checklist • Temporary Enrollment Form (TEF) • Letran Enrollment System (GUI) • Student Handbook
Definition:	<p>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.</p> <p>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.</p> <p>GUI — Graphical User Interface</p>
Help Page:	Office of the Dean Office of the Registrar IT Center