



ASSESSMENT AND ADVISING OF STUDENTS' ENROLLMENT IN THE NEW NORMAL

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BY: GERRY DE BRYA
DATE: MAY 04, 2021

1.0 OBJECTIVE

To create and preserve a documented system in assessment and advising of students' enrolment for new or beginning college freshmen, transferees, returnees, cross enrollees and shifters students.

2.0 SCOPE

This procedure applies to all new or beginning college freshmen students, transferees, returnees, cross enrollees and shifter students at the college level only.

3.0 REFERENCES

Student Manual

4.0 DEFINITION OF TERMS

Advising – is to recommend, suggest and notify students/parents regarding data of enrolment.

Assessment - refers to the wide variety of methods or tools that educators use to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of student.

Certificate of Registration – a printed copy of the official enrolment registration of the student.

Class Schedule – a schedule indicating what days and times the student *classes* will be held.

College Dean - An administrative officer in charge of a college, faculty, or division in a university supervises the enforcement of rules.

Enrolment - the act of putting yourself onto the official list of enrolled students.

Enrolment Officer – faculty or staff in-charge in the enrolment.

Evaluation - is an appraisal of something to determine its worth or fitness.

Faculty - the teaching staff of a university or college, or of one of its departments or divisions, viewed as a body.

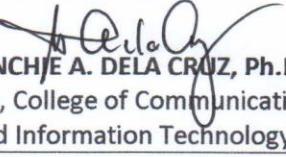
Google Form - is a web-based app used to create forms for data collection purposes.

Registrar - an official in a college or university who is responsible for keeping student records.

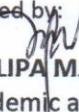
University Information System (UIS) – an information system used for Enrolment processing.

Verification - the process of establishing the truth, accuracy, or validity of something.

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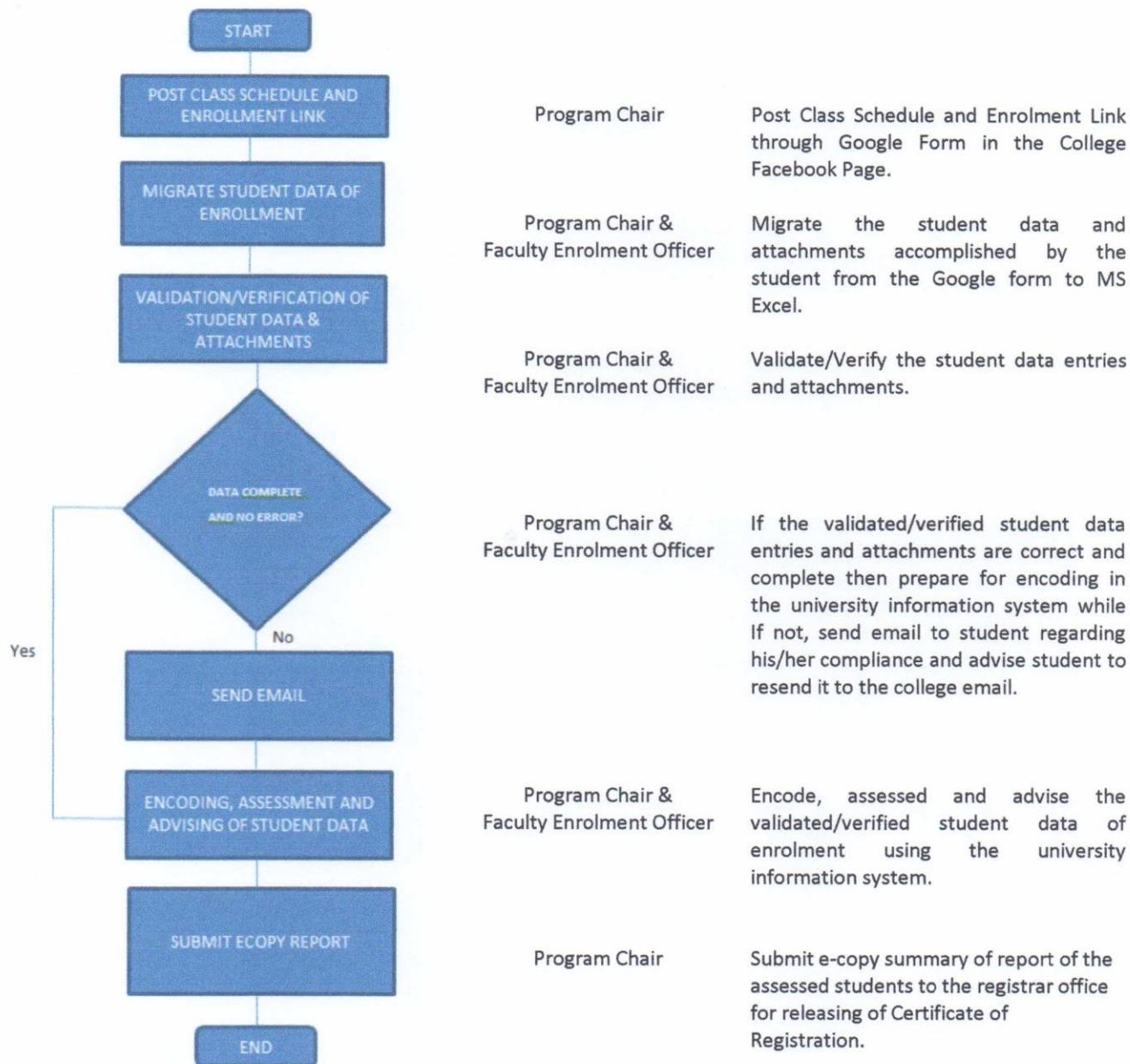
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5.0 PROCEDURES

PROCESS FLOW



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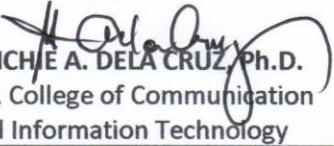
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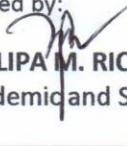
6.0 ATTACHMENT/FORMS

- Google form for data entry and e-copy of certificate of registration

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