

Effectivity Date	May 4, 2021
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Prepared by:

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## ASSESSMENT AND ADVISING OF STUDENTS' ENROLLMENT IN THE NEW NORMAL

Doc. Control No. PRMSU-ASA-COMSP09

Effectivity Date May 4, 2021

Revision No. 00

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BY: GERRY DE PRIYA  
DATE: MAY 9, 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 enrolees and shifters students.

### 2.0 SCOPE

This procedure applies to all new or beginning college freshmen students, transferees, returnees, cross enrolees 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.

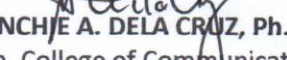
**Google Form** - is a web-based app used to create forms for data collection purposes.

**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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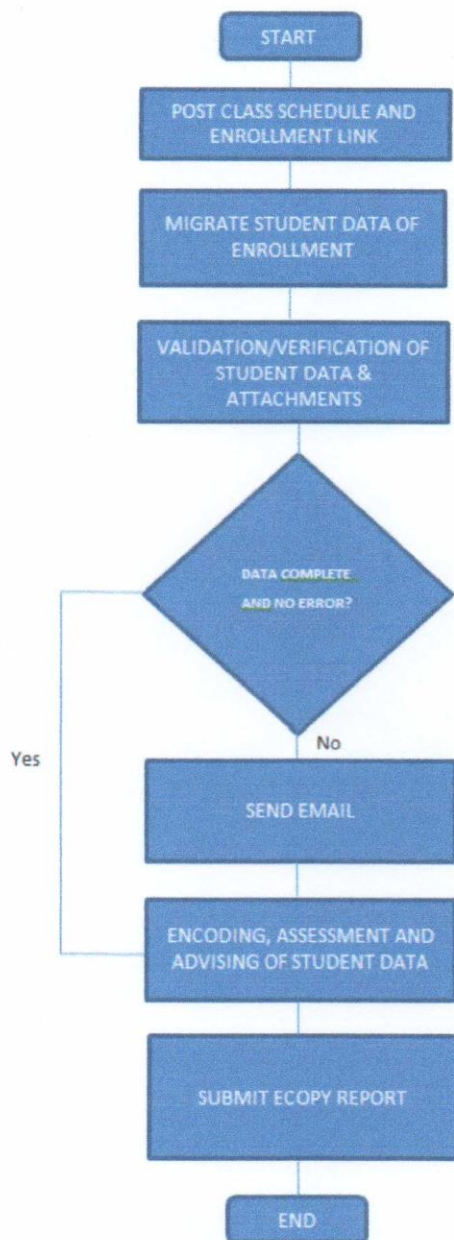
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### 5.0 PROCEDURES

#### PROCESS FLOW

RESPONSIBLE: GERRY DE ORTA DATE: MAY 04 2021 DETAILS



Program Chair

Post Class Schedule and Enrolment Link through Google Form in the College Facebook Page.

Program Chair & Faculty Enrolment Officer

Migrate the student data and attachments accomplished by the student from the Google form to MS Excel.

Program Chair & Faculty Enrolment Officer

Validate/Verify the student data entries and attachments.

Program Chair & Faculty Enrolment Officer

If the validated/verified student data entries and attachments are correct and complete then prepare for encoding in the university information system while If not, send email to student regarding his/her compliance and advise student to resend it to the college email.

Program Chair & Faculty Enrolment Officer

Encode, assessed and advise the validated/verified student data of enrolment using the university information system.

Program Chair

Submit e-copy summary of report of the assessed students to the registrar office for releasing of Certificate of Registration.

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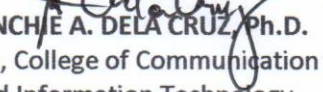
**6.0 ATTACHMENT/FORMS**

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

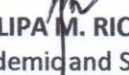
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