	SOUTHERN LEYTE STATE UNIVERSITY Sogod, Southern Leyte	DOCUMENT CODE	P –AC01
	QUALITY PROCEDURES MANUAL	REVISION	00
		EFFECTIVITY DATE	20 October 2015
	ENROLLMENT PROCEDURE		

1. Purpose

To define the admission and validation of enrolment

2. Scope

This procedure covers manual enrolment process of undergraduate and graduate students from admission up to the release of validated Official Registration Form (ORF).

3. Reference


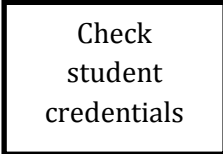
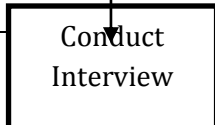
Citizen’s Charter
Student Handbook

4. Definition of Terms

Permanent Record – a record showing the subjects taken with corresponding grade and units earned for a particular student.

Prospectus – contains information as to the subjects to be taken by a student for a particular program or course.

5. Process Flow

Step No.	Step/Flow	Details	Forms	Criteria	Responsible Person
					
1		For New Entrants & Transferees: <ul style="list-style-type: none"> • Receive application for admission • Evaluate credentials authenticity against the checklist • Fill out the Route Slip For Continuing, Returnee and Shiftee Students: <ul style="list-style-type: none"> • Go to Step 4 	Application for Admission (UGS) Application for Admission (GS) Checklist of Requirements Route Slip	Complete Requirements	OSAS staff/Program Chair
		<ul style="list-style-type: none"> • Interview the 	Interview	Approved	Department



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2		<p>applicant, refer to interview guide.</p> <ul style="list-style-type: none"> • Give rating using the rubrics. • Fill out the Route Slip 	Guide	application for admission	Head/Area-Chair/Department Representative Program Chair/GS Dean
3	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Assign Student ID Number</div>	<ul style="list-style-type: none"> • For New & Transferee students, assign student ID number through the Enrolment System and issue enrolment form. • Fill out the Route Slip 	<p>Enrolment Form (UGS)</p> <p>Enrolment form (GS)</p>	Approved application for admission	MIS staff
4	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Encode the subjects</div>	<ul style="list-style-type: none"> • Receive enrolment form • Encode the subjects into the Enrolment System • Fill out the Route Slip <p>For Continuing and Returnee Students:</p> <ul style="list-style-type: none"> • Evaluate grades against pre-requisite and issue enrolment form. <p>For Shiftees:</p> <ul style="list-style-type: none"> • Receive letter of intent, semestral rating and fully cleared clearance. • Evaluate grades against pre-requisite and issue enrolment form. 	<p>Enrolment Form (UGS)</p> <p>Enrolment form (GS)</p>	Approved application for admission; complete requirements ; and enrolment form with assigned student number	Department enrolling officer
5	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Receive Payment</div>	<ul style="list-style-type: none"> • Receive payment and issue Official Receipt. • Fill out the Route Slip 	Official Receipt	Duly accomplished enrolment form	Cashier





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6	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Receive credentials and enrolment form; validate the registration</p> </div> <div style="text-align: center; margin-top: 10px;"> </div>	<ul style="list-style-type: none"> • Receive student credentials based on checklist and Enrolment Form. Verify Official Receipt • Print, validate and release the Official Registration Form. • Fill out the Route Slip 	Official Registration Form	Complete requirements with proof of payment for tuition fee	Registrar Staff
	<div style="border: 2px solid orange; border-radius: 15px; padding: 5px; display: inline-block;"> <p>End</p> </div>				