





1. Procedure Details

Activity	Details	Responsible Person	Documented Information
	<p>1.0 Admission (refer to procedures manual for the detailed Admission process - WMSU-ADM-PM-001)</p> <p>1.0 Student Registration Online</p> <p>1.1.1 Freshmen students who passed the CET submits their Admission basic Details through a Portal</p> <p>1.1.2 ARIS Pre-Admission Data. Each College will have access to the Online Admission Portal (OAP). OAP Functionality Includes:</p> <ul style="list-style-type: none"> Automatic Filtering of Qualified Students Cutoff CET score for each Program. Automatic Quota-managed program. Admittance / Non-Admittance of Students Admission Office confers with students, in case, they do not qualify in any of the options. <p>1.1.3 College Admission Office reviews documents and recommends approval</p> <p>1.1.4 Deans of Admission approves student admission</p> <p>1.2.1 Pre-Enlistment of subjects offers and schedule</p> <p>1.2.2 Grades Evaluation of students who does online Pre-Enlistment</p>	<p>Student</p> <p>College Admission Officer</p> <p>Deans of Admissions</p> <p>Student Program Adviser</p>	<p>Admission Requirements & Student Admission Form</p> <p>Admission & College Adviser</p> <p>Student Admission Form WMSU-ADM-FR-001</p> <p>Student Portal Account Online Grades</p>
<p>Approval of Enrollment Advising Form</p> <p>Email Dispatch service</p> <p>A</p>	<p>2.0 Online Advising and Approval (refer to procedures manual for the detailed Advising process - WMSU-VPAA-PM-02)</p> <p>2.1 Evaluation of grades for the past semester (before the scheduled enrolment)</p> <p>2.1.1 Online Registration of Students</p> <ul style="list-style-type: none"> For old/returning students: Students selects the subjects they want to enroll for the semester online. <p>NOTE: Once saved, subjects are LOCKED for editing. Modifications may only be done by the faculty advisers.</p> <p>2.1.2 Conduct of Online Advising (refer to WMSU-MISTO-WI-001)</p> <ul style="list-style-type: none"> Faculty advisers will log-in to the online advising module for actual advising of subjects for the semester. <p>NOTE: ONLY ONLINE-REGISTERED</p>	<p>Adviser</p>	<p>Student Appraisal Sheet WMSU-VPAA-FR-024</p>



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<pre> graph TD A((A)) --> A1[ASSESSMENT OF FEES] A1 --> A2[PAYMENT] A2 --> A3{Auto-Enlistment} A3 -- Yes --> A4[Auto-Print COR] A3 -- No --> A5[ENLISTMENT] A4 --> A5 A5 --> A6[UPDATE OFFICIAL CLASS LIST] A6 --> A7[END] A5 --- B[Batch Email Service] A6 --- B </pre>	<p>STUDENTS will be allowed for advising (except for incoming freshmen students)</p> <ul style="list-style-type: none"> Faculty advisers can do the following: <ul style="list-style-type: none"> Search student or view list of registered students View student grades history Search subjects by section, subject code, or subject ID Add or remove subjects to/from the student-registered subjects <p>2.1.2 Updates the grades in the Student Appraisal Sheet</p>		
	<p>2.2 Advise subjects for the semester based on curriculum.</p>	<p>Adviser</p>	<p>Student Appraisal Sheet WMSU-VPAA-FR-024</p>
	<p>2.3 Encode and print enrollment details:</p> <p>2.3.1 Logs-in to ARIS Advising System and encodes the advised subjects for the student. (refer to WMSU-MISTO-WI-001)</p> <ul style="list-style-type: none"> If full slot, college can request for the increase in class size (upon the approval of the VPAA) or adviser can choose other subject schedule. NOTE: Any changes in the class schedule has to be approved by the VPAA. If subject/s are from other college/department, secure Inter-college form from the concerned college or department. <p>2.3.2 Prints the Enrollment Advising Form from the System.</p> <p>2.3.3 Signs the advising form as advised.</p>	<p>Adviser</p>	<p>Enrollment Advising Form WMSU-REG-FR-017</p> <p>Inter-College Enrollment Approval Form WMSU-VPAA-FR-002</p> <p>Change Schedule Request Form WMSU-VPAA-FR-003</p>
	<p>2.4 Approval of the Advising Form.</p>	<p>Dean/ Department Head</p>	<p>Enrollment Advising Form WMSU-REG-FR-017</p>
<p>3.0 Assessment of Fees (refer to work instruction for the detailed Assessment process – WMSU-FIN-WI-005)</p>			
	<p>3.1 Assessment of fees at any major enrollment points or at the WMSU Assessment Section</p>	<p>Assessor</p>	<p>Assessment Report</p>
	<p>3.2 Provide printed copy of the assessment form (optional)</p>		



Western Mindanao State University

PROCEDURES MANUAL

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Section: **Operations**

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Subject: **ONLINE ENROLMENT PROCESS**

Activity	Details	Responsible Person	Documented Information
	4.0 Payment (<i>refer to work instruction for the detailed Payment process – WMSU-FIN-WI-006</i>)		
	IMPORTANT NOTE: Payment is only applicable to all students not covered by the Universal Access to Quality Tertiary Education (RA 10931)		
	4.1 Pay at any major enrollment service points, at the WMSU Cashier Section, or any Land Bank branch across the Philippines. If not yet assessed, proceed to Assessment (section 3.0).	Student	Official Receipt Cash Deposit Slip (from Landbank)
	4.2 Print official receipt for the student If land bank payment, show deposit slip	Collector	Certificate of Registration (COR) WMSU-REG-FR-021
	4.3 Auto-print of Certificate of Registration (COR) for major enrolment service points.		
	5.0 Enlistment		
	5.1 Auto-Enlistment of Students <ul style="list-style-type: none"> MISTO generates enlistment data for students successfully assessed or payed. Students will be notified through email of the successful enrollment. 	MISTO	Certificate of Registration (COR) WMSU-REG-FR-021
	5.2 Logs in to ARIS Enlistment system and enlist of subjects to class list (<i>refer to WMSU-MISTO-WI-002</i>)	Adviser	Certificate of Registration (COR) WMSU-REG-FR-021
	5.3 Print and release copy of the Certificate of Registration (COR) to the student		
	5.4 Submit/retain Dean's copy of the COR to the respective department/college.	Adviser/ Department Head	
	7.0 Update Class list		
	7.1 Auto sync of Official Online Class List	MISTO	WMSU Class List (Online) WMSU-VPAA-FR-014