LEVEL 2 PROCEDURE to address: ISO 9001; 2000 Element 7.0 - Product Realization

APPROVAL:

DR. AGUSTIN A. PULIDO                     DR. NATHANIEL M. FABULA
Chairman                               Vice-President for Academic Affairs
Management Committee

CHANGE RECORD

<table>
<thead>
<tr>
<th>REV. NO.</th>
<th>DATE</th>
<th>APPROVED BY</th>
<th>DESCRIPTION OF CHANGE</th>
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<td>0</td>
<td>June 15, 2005</td>
<td>Dr. Juanito M. Acanto</td>
<td>Initial release of document</td>
</tr>
<tr>
<td>1</td>
<td>December 1, 2005</td>
<td>Dr. Juanito M. Acanto</td>
<td>Inclusion of flow chart Addition of Lead Quality Auditor and UCSC Director in distribution list</td>
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<td>2</td>
<td>August 27, 2008</td>
<td>Dr. Agustin A. Pulido</td>
<td>Addition of Policies and Guidelines Delineation of Responsibilities Revision of Flow Process Addition of Facilities Revision of distribution list</td>
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DISTRIBUTION LIST

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<td>Vice-President for Administration</td>
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<td>Vice-President for Finance and Enterprises</td>
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<td>7</td>
<td>Registrar</td>
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<tr>
<td>8</td>
<td>Director, University Computer Services Center</td>
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<td>9</td>
<td>Schedule Coordinator</td>
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<tr>
<td>10</td>
<td>Lead Quality Auditor</td>
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1.0 PURPOSE

This document defines policies, guidelines, responsibilities, and procedures of the Student (Collegiate/Graduate) Enrollment System of the University.

2.0 SCOPE

The policies, guidelines and responsibilities cover the quality management system's policies and the efficient management of time, human, financial and physical resources.

The procedure covers new, transferring, continuing, foreign and returning students. It starts with the submission of admission requirements, then issuance of the admission slip, subjects assignment, assessment/payment, verification of registration form (RF) and ends with RF / ID card validation and ID card application.

3.0 DEFINITION OF TERMS:

3.1 New students - incoming freshmen students including CPU High School graduates
3.2 Continuing students - those students who were enrolled in the University during the preceding semester or summer
3.3 Returning students - former University students who quitted school, have not enrolled in other schools, and seeking re-admission to the University
3.4 Work students - students who have been accepted in the work student-study-program of the University.
3.5 Foreign students - students who are citizens of other countries
3.6 Transferees - students who have done college work from other schools
3.7 Scholars / Grantees - students who are enjoying exemption from payment of tuition fee and/or miscellaneous fees, whether funded by the University, other institutions or individuals
3.8 Ganzon Law (Republic Act No. 5546) - an act prohibiting the sale of tickets and/or the collection of contributions for whatever project or purpose from students and teachers of public and private schools, colleges and universities
3.9 Academic Counseling (AC) Program - an intervention whereby the performance of the students is monitored and tutorial and guidance services are provided to greatly minimize if not eradicate failures in all courses. This is a cooperative program by the Deans and the Director of the Guidance Services Center.
3.10 Promissory Note - a written promise by parents/guardians to pay due accounts of their students on date(s) other than those specified on the Registration Form
3.11 Scheduled Enrollment Period - a designated period where all students enroll by year level, except the work students who should be enrolled during the first two days
3.12 Pre-enrollment activities - are activities done before the Scheduled Enrollment Period which can facilitate the expeditious processing of enrollment
3.13 Enrolled - The student is considered "enrolled" once he/she has a printed copy of the validated Registration Form (RF).
3.14 Work Instruction (WI) - detailed steps to implement a process
4.0 POLICIES AND GUIDELINES

4.1 The financial viability of the University depends on the students and the enrollment system should meet student requirements, and strive to exceed the expectations of students, parents and involved stakeholders.

4.2 Apply Process approach: The enrollment system involves different work units of the University. A work unit should define its involvement in the enrollment system and should manage its activities and related input resources as a process.

4.3 Adopt systems approach to managing the enrollment system: Identifying, understanding and managing the interrelated processes in the enrollment system contributes to the effectiveness and efficiency in meeting student requirements and expectations.

4.4 The outputs of a work unit become the inputs to subsequent work units in the system. Timeliness and accuracy of information should be observed. Work units should comply with pre-agreed time frames and quality of data required by the system.

4.5 Financial arrangements may be done between the students and the University to assist students in their financial obligations during enrollment. However, all financial obligations of the student for the previous period must be settled before he is allowed to enroll in the current period.

4.6 All personnel involved in the enrollment system should observe the office hours: 7:30 AM-12:00 NN; 1:30 - 5:00 PM. However, for the subject assignment (advising, checking and encoding) and the one-stop assessment/payment, RF verification and validation and ID card validation/application, personnel services should be made available 7:30 A.M. to 5:00 P.M. The lunch break and the 15-minute break periods should be staggered to achieve continuous service during break periods.

4.7 Pre-enrolment period activities should be done to expedite the enrollment process during the Scheduled Enrolment Period:

4.7.1 Academic Counseling (AC) Program activities should be done early by faculty, advisers and coordinators and guidance counseling (for non-academic concerns but affecting academic performance) by guidance counselors.

4.7.2 The clearances and contracts of the Work Students should be finished one (1) week before their enrollment schedule.

4.7.3 Subject assignment should be done before final exam. All colleges should adopt the block sectioning by the Schedule Coordinator except in the case of irregular students. This will enable the speedy releasing of Enrolment Assignment Slip (EAS) during the Scheduled Enrollment Period.

4.7.4 Encoding of grades by the faculty members should be finished three (3) days before the enrollment of the work students.
4.7.5 Scholarship verification, especially for the ongoing scholarship and grants, should be finished two (2) days before the enrollment of the work students.

4.7.6 Enrollment Pass of students having no account balance should be issued together the final exam permits of the term preceding the term of enrollment. The enrollment pass of those with account balance during final exam should be issued not later than one (1) week before the Scheduled Enrollment Period, after arrangements have been done with the authorized personnel.

4.7.7 Account balances should be released during the giving of Final Exam permit but not later than one (1) week before the Scheduled Enrollment Period. This will allow parents / students to have enough time to prepare for the financial obligations before the Scheduled Enrollment Period.

4.8 Students who intend to take A.B English, A.B. Mass Communications, B.S. in Nursing, Bachelor of Elementary Education, Bachelor of Secondary Education, B.S. in Hotel & Restaurant Management, B.S. in Tourism, Bachelor of Laws, Medicine, Graduate School courses will pass through pre-admission before the regular enrollment process.

4.9 Continuing students who already have their enrollment pass can proceed to subject assignment, assessment/payment and lastly with RF verification and RF/ID card validation.

4.10 Students with closed subjects and conflict of schedules should go through the process of change of assignment/change of schedule to obtain Enrollment Record for presentation to instructors.

4.11 Students who need to apply for identity (ID) cards will be given instruction note to proceed to the unit in charge of production.

4.12 Students enjoying scholarships/grants shall undergo scholarship verification before enrollment.

4.13 Collection of fees not found in the University Schedule of Tuition and Fees is strictly prohibited. If collection of such fee(s) is necessary, a Resolution by the concerned student organization is a prerequisite to avoid violation of the Ganzon Law. The respective Dean's authorized personnel will gather the Resolutions copy furnished the Director, Office for Student Affairs.

4.14 No activity, University-wide or College/departmental-wide shall be done during the Scheduled Enrollment Period.

4.15 The respective heads, academic or non-academic, should reorient or re-train personnel for speedy and correct performance of the assigned tasks. For example, the Registrar may initiate the training of concerned personnel for the correct crediting of subjects taken by transferees from other schools in relation with those of the University's.
4.16 A group should be organized to assist and answer queries of students regarding matters related to enrollment.

5.0 RESPONSIBILITIES:

5.1 The Vice-President for Academic Affairs is responsible for the over-all implementation of the Student Enrollment System.

5.2 The Vice-President for Academic Affairs is also responsible for seeing to it that the tasks assigned to the personnel under his supervision as follows are done accordingly:

5.2.1 Deans, in cooperation with the Director of the Guidance Services Center responsible for monitoring the performance of the students so that those who need to undergo the AC Program can be enlisted, counseled and tutored so that they will not fail and therefore have the credits by the end of the semester;

- also responsible for the over-all subject assignment after final exams of the semester preceding the semester of enrollment, through authorized personnel – the department heads, coordinators, advisers and faculty members and others;

- responsible for gathering Resolutions from the concerned student organizations related to the collection of College Fees in coordination with the Director of the Office for Student Affairs;

- responsible for the systematic control of the number of students in all courses based on predetermined standards;

- responsible for the faculty members – seeing to it that they can submit grades electronically, that is, directly encoding the textbook(s), grades, attendance and remarks, if any, into the database, not later than three (3) days before the enrollment of the work students;

- in charge of determining whether subjects taken from other schools can be credited towards the course to be taken in the University;

- responsible for the over-all college enrollment

5.2.2 University Registrar, through the Calendar Committee - responsible for coming up with the School Calendar showing Scheduled Enrollment Period for earliest dissemination to all concerned;

- responsible for admission, Registration Form (RF) / ID card validation and ID card application;

- responsible for informing the University President of the updates on enrollment;
5.2.3 Schedule Coordinator - responsible for the preparation of the Schedule of Classes in cooperation with the Deans and the Department Heads and the distribution of the final Schedule of Classes before the final exams of the semester preceding the term of enrollment.

5.3 The Vice-President for Administration is responsible for seeing to it that the tasks assigned to the personnel under his supervision as follows are done accordingly:

5.3.1 Maintenance Supervisor - responsible for providing tables, chairs and other facilities for the physical arrangements at the Alumni Promenade Concert Park (APCP) for the one-stop assessment/payment, RF verification and RF/ID card validation stations in coordination with the VP for Finance and Enterprises/Treasurer and Registrar.

5.3.2 Office Secretary - responsible for providing the needed vehicle for transporting the tellers in coordination with the VP for Finance and Enterprises/Treasurer.

5.3.3 Security Officer - responsible for the safety and security of students and the tellers. He is also responsible for the systematic crowd control, especially at the lobby of the Administration Building, Alumni Promenade Concert Park and other assessment/payment stations.

5.3.4 Coordinator of the Work Students Study Program - responsible in seeing to it that the processing of clearances and contracts of the work students are done the week before their enrollment schedule.

5.3.5 The Director of the University Computer Services Center (UCSC) - responsible for the technical requirements (functioning computers, printers, network, programs) of all work stations especially the assessment/payment stations.

- responsible for the printing of the account listing and related reports

- responsible for training the trainors of faculty in the encoding of grades, etc. electronically

5.3.6 Supervisors in building and grounds maintenance - responsible in seeing to it that enrollment venues are clean, safe and orderly.
5.4 The Vice-President for Finance & Enterprises is responsible for seeing to it that the tasks assigned to the personnel under his supervision as follows are done accordingly:

5.4.1 Accountant - is responsible for accurate account balances of students.
5.4.2 Treasurer / Credit and Collection Manager - responsible for arranging with those students who can not pay in full their financial obligations, so at the end of the semester/year, the account can be paid in full;

- responsible for the deployment of tellers to designated assessment/payment stations as per location assignments in 6.6;

- responsible for making arrangement with the depository bank to pick cash twice a day, at least during the first four (4) days of the Scheduled Enrollment Period.

5.4.3 Accountant and the Treasurer - jointly responsible for the accuracy of data and preparation of Enrollment Pass in coordination with the Director of the University Computer Services Center for the account listing.

5.5 The Director of Student Affairs is responsible for facilitating that the CPU Republic, College Student Council and other student organizations submit the Resolution of the respective organizations to the Dean, with regards to the amount they will collect from the students before or after enrollment to safeguard the University from violation(s) of the Ganzon Law.

5.6 The Scholarship Director is responsible for activating the scholarship/grant of the continuing scholars and grantees at the latest two (2) working days from the Scheduled Enrollment Period.

5.7 The respective heads of offices, academic and non-academic, are responsible for re-orienting and re-training their personnel for the correct and speedy performance of respective tasks.

5.8 The CPU Republic President is responsible for organizing an Ad-Hoc group of students who will assist in giving advice/directions to students undergoing the enrollment process.

5.9 The Systems Review and Innovations (SRI) personnel is responsible for conducting periodic review to ensure proper implementation and enhancement of the enrollment process.
6.0 PROCEDURE

START

Enrolled here last term (semester/summer)?

YES

Returning Student?

YES

NO

Will take AB Eng., AB MassComm., BSN, BEEd, BSEd, BSHRM, BST, Law, Medicine, Graduate School courses?

YES

Student to Obtain Pre-Admission Slip from respective Department Head/College Dean

NO

Law/Foreign Student?

YES

NO

Transferees with earned credits?

YES

Student to Go to Dean to fill up Application for Academic Credit form

NO

NO

Student to Obtain Admission Slip from the Registrar's Representatives

Student to Go to Dean to fill up Application for Academic Credit form

Student to Proceed to One-stop Process: Assessment/Payment/RF verification and RF/ID card validation/application

Need to Change Assignment Schedule?

YES

Student to Process Change of Assignment/Schedule

NO

END

(Work Instruction A)

(Work Instruction B)

(Work Instruction D)

(Work Instruction C)

(Work Instruction E)
6.1 Work Instruction (WI) A: College Pre-Admission

START

Authorized Personnel to receive and check compliments of requirements

Requirements Complete?

NO

Prospective Student (PS) to accomplish Promissory Note for lacking documents

YES

Prospective Student to undergo Testing (Department/College/Guidance Service Center)

authorized Personnel to Interview PS and issue Pre-Admission Slip

END
6.2 Work Instruction B: College Admission

START

 Authorized Personnel to receive and check compliments of requirements

 Requirements Complete?

 NO Prospective Student to accomplish Promissory Note for lacking documents

 YES

 Authorized Personnel to Issue Student Information Sheet Form (blank) and Admission Slip

END
6.3 Work Instruction C: College Subject Assignment

START

1. Student to Pay College fees and get receipt

2. Student to present College Fee receipt to authorized personnel

3. Authorized Personnel to issue Enrollment Assignment Slip (EAS) to student

4. Authorized Personnel to check EAS and sign

5. Authorized Personnel to encode EAS and sign

END
6.4 Work Instruction D: College One-Stop Assessment/Payment, Registration Form (RF) Verification and RF/ID card Validation/ID card Application

START

Teller to Accept Enrolment Assignment Slip (EAS) and encode ID or name of student

Teller to receive payment required (or full payment)

Student to Present to verifier RF and OR for verification

Teller to release Student’s Copy of Official Receipt (OR) and Registration Form (RF)

Student to Present to validator verified RF and ID for RF/ID validation/ID application

END
6.5 Work Instruction E: College Change of Assignment and/or Change of Schedule

START

Need to Change Assignment or Schedule

Student to fill up the form(s) and submit to Unit Head/Dean who offers the subjects

Student to get approval for Change of Assignment or Change of Schedule and get Form

Unit Head to check subjects being dropped, added, etc., sign form(s) and give to student the whole set

Authorized Personnel to encode subjects added, dropped, etc.

Student to proceed to the Business Office for validation: adjustment of charges, if any, and signature of form(s)

Change of Assignment?

Student to go to Registrar’s Office for confirmation and issuance of Enrollment Record

Registrar’s personnel to distribute copies of duly signed form(s)

END
6.6 Location Assignments on One-Stop System on Assessment/Payment, Registration Form (RF) Verification and RF/ID Validation/ID Application

<table>
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<th>ASSESSMENT/PAYMENT/RF VERIFICATION AND RF/ID VALIDATION STATION</th>
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<td>College of Education</td>
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| 2. Administration Building Back Porch (2)**                   | 2                 | College of Agriculture  
College of Law  
College of Theology Graduate School |
| 3. New Valentine (CBA Dean's Office) (2)                       | 2                 | College of Business and Accountancy |
| 4. Engineering Building (Engineering Dean's Office) (2)        | 2                 | College of Engineering |
| 5. Loreto D. Tupas Building (CNB 101) (2)                     | 2                 | College of Nursing  
College of Medicine |
| 6. Alumni Promenade Concert Park (APCP) (4):                  |                   |                |
| **A. Right wing when facing the APCP stage**                   | 2                 | College of Nursing (additional)  
College of Computer Studies |
| **B. Left wing when facing the APCP stage**                    | 2                 | College of Arts & Sciences  
Institute of HRM and Tourism |

**Total** 14

**will also serve parents of pre-collegiate pupils (during First Semester) and college students paying old accounts**
6.7 LAY-OUT AND Work Flow of One-Stop: Assessment/Payment, Registration Form (RF) Verification and RF/ID Validation

For the following Colleges: Arts & Sciences, HRM and Tourism

For the following Colleges: Nursing (additional), Computer Studies

TO NEW VALENTINE
7.0 REFERENCES

7.2 Curricula of Academic Programs
7.3 School Calendar
7.4 ES-7-1PR-02A Placement Exam for Students
7.5 Academic Counseling (AC) Program, ISO Doc No.

8.0 RECORDS

8.1 Transfer credentials of students
8.2 Placement exam results
8.3 Course Checklists
8.4 Enrolment Assignment Slip
8.5 CPU REG Form 01 Student Information Sheet
8.6 CPU REG Form 09 College Change of Assignment
8.7 CPU REG Form 10 College Change of Schedule
8.8 CPU REG Form 19 Admission Slip
8.9 CPU REG Form 43 Enrolment Permit
8.10 College Registration Form
8.11 CPU SCH Form 01 Scholarship List
8.12 CPU TRE Form 04 Official Receipts
8.13 Enrollment Report to the Commission on Higher Education (CHED)

9.0 ACKNOWLEDGEMENTS:

Preparation of this document was initiated by Mrs. Rosalene Madero of the Systems Review and Innovation Unit as per instruction of the University Management Committee. Penny Rose Leocario, Albert Mary Cecille Samson and Jefte Tacadro, work students, assisted in the simple survey done during the enrollment for the First Semester, SY 2008-2009. Consultation was also made with Dr. Mary O’Penetrante. Mentoring was done by Dr. Agustin A. Pulido and Engr. Alfredo Mombay. Subsequently, an Ad-Hoc Committee was formed by the Academic Council to incorporate the additional comments and suggestions of the Faculty and Staff into the proposed guidelines and procedures to ensure its acceptance and implementation by the Second Semester, SY 2008-2009. The members of the Ad-Hoc Committee, chaired by Mrs. Rosalene Madero are the following:

1. Dr. Teresita Crucero
2. Dr. Fely David
3. Mrs. Heide Diaz
4. Miss Ruth Fernandez
5. Prof. Rowena Libo-on
6. Prof. Dany Molina
7. Prof. Lily Lynn Somo
8. Dr. Perla Suyo
### 10.0 "SIGN-OFF": Acceptance of Proposed Policies and Guidelines, Responsibilities, and Procedures of this document: POLICIES AND PROCEDURES FOR STUDENT ENROLLMENT.

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<th>SIGNATURE</th>
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<td>1. Vice-President for Academic Affairs</td>
<td>DR. NATHANIEL FABULA</td>
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<td>2. Vice-President for Administration</td>
<td>REV. JONIEL HOWARD GICO</td>
<td></td>
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<tr>
<td>3. Vice-President for Finance &amp; Enterprises</td>
<td>PROF. ROWENA LIBO-ON</td>
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<tr>
<td>4. Dean, College of Law</td>
<td>DEAN ZACARIAS BEDONA, JR.</td>
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<td>5. Dean, College of Education</td>
<td>DR. JOEL CIRIACO</td>
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<tr>
<td>6. Dean, College of Business &amp; Accountancy</td>
<td>DR. TERESITA CRUCERO</td>
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<td>7. Dean, School of Graduate Studies</td>
<td>DR. FELY DAVID</td>
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<td>8. Dean, College of Agriculture</td>
<td>DR. REYNALDO DUSARAN</td>
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<td>DR. LIMUEL EQUINA</td>
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<td>DR. ALMA FRONDOZA</td>
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<td>11. Dean, College of Computer Studies</td>
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<td>15. Director, Institute of HRM &amp; Tourism</td>
<td>DR. PERLA SUYO</td>
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<td>16. Accountant</td>
<td>MRS. DELIA CIRIACO</td>
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<td>17. Schedule Coordinator</td>
<td>MRS. HEIDE DIAZ</td>
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<td>18. Director, Office of Student Affairs</td>
<td>REV. MELVIN MANGANA</td>
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<td>19. OIC, Guidance Services Center</td>
<td>PROF. VALERI RUTH DIESTO</td>
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<td>20. Registrar</td>
<td>MISS RUTH FERNANDEZ</td>
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<tr>
<td>21. Director for Scholarships</td>
<td>DR. MARGEN JAVA</td>
<td></td>
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<tr>
<td>22. Treasurer</td>
<td>MRS. ELPHA SIOSAN</td>
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<tr>
<td>23. Director, Univ. Computer Services Center</td>
<td>DIR. NOLASCO SUMANDE</td>
<td></td>
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<tr>
<td>24. Systems Review and Innovations</td>
<td>MRS. ROSALENE MADERO</td>
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Date: ________________________________