



MSU-MARAWI ENROLLMENT FLOW

IMPLEMENTED STARTING 2ND SEMESTER, 2013 – 2014

ENROLLMENT TASK FORCE (ETF)

Enrolment Flow for New Students (Incoming Freshmen, Transferees, CPC Passers & Technology Pursuers)



Pre-Enrollment:

Step 1 : Medical Examination

- Office: University Medical and Infirmary Services
- ✓ Medical Staff checks Student's SASE Rating Report¹, CPC Rating Report², Certificate of Graduation³, or Honorable Dismissal⁴
Only for: ¹Freshmen ²PUC Graduates ³ Technology Pursuers ⁴Transferees
- ✓ Medical Staff conducts Medical Examination and issues Certificate

Enrolment Flow for New Students (Incoming Freshmen, Transferees, CPC Passers & Technology Pursuers)



Step 2 : Secure and Fill-out Admission Form

- Office: Admitting College/Department
- ✓ Adviser checks if student satisfies cut-off scores of requested program
 - ✓ Some departments require the student to take their college/department qualifying exam on top of his/her results in SASE/CET.
- ✓ Issues Admission Form for student to fill-out

Enrolment Flow for New Students (Incoming Freshmen, Transferees, CPC Passers & Technology Pursuers)



Step 3 : Approval of Admission

Office: Admissions Office

A. Admission Staff receives from Student:

- ✓ SASE/CET Rating Report
- ✓ CBP/CPC Rating Report²
- ✓ High School Report Card¹
- ✓ Certificate of Graduation with Evaluation Sheet³
- ✓ Honorable Dismissal or Certificate to Transfer⁴
- ✓ TOR with Special Order^{4,5}
- ✓ NSO Birth Certificate
- ✓ Certificate of Good Moral Character
- ✓ Admission Form approved by the department (with ID pictures), as well as Medical Certificate and Pre-Enrolment Form

B. Admission Staff takes picture for University System ID

Only for: ¹Freshmen ²PUC Graduates ³Technology Pursuers ⁴Transferees ⁵Second Degree Students

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Step 4 : Enrollment, **CONFIRMATION OF** Enrolled Courses and Printing of Enrolment/Billing Form (EBF)

Office: Admitting College/Department

- ✓ Department encoder asks student to line up, checks Pre-Enrollment Form, enters available courses in student's database, **CLICKS** the **CONFIRM BUTTON***, prints Enrollment/Billing Form and gives it to Student
- ✓ Payment of College-based fees is **NOT** a requirement for the printing of Enrollment/Billing Form.

***ONCE ENROLLMENT IS CONFIRMED, ADDING AND DELETING OF COURSES IS NOT ALLOWED. NO REFRESH!**

Pre-Enrollment Form (PEF)



Mindanao State University
 Marawi City, Philippines
www.msuain.edu.ph

COLLEGE OF _____

PRE-ENROLMENT FORM

Department Copy				Student Copy		
Name: _____		ID No.: _____		Name: _____		ID No: _____
Prog/Curric.: _____		Semester/AY: _____				
Course(s)	Units	Section/ Schedule	Enrolling Officer	Course(s)	Units	Section
1.				1.		
2.				2.		
3.				3.		
4.				4.		
5.				5.		
6.				6.		
7.				7.		
8.				8.		
Alternate Course(s)				Alternate Course(s)		
1.				1.		
2.				2.		
3.				3.		
4.				4.		
TOTAL UNITS				TOTAL UNITS		
Approved: _____				Approved: _____		
Academic Adviser				Academic Adviser		

Enrolment Flow for New Students (Incoming Freshmen, Transferees, CPC Passers & Technology Pursuers)



Step 5 : Payment of Tuition and Other BOR-approved Fees

- Office: University Business Office (UBO) at Science Lecture Hall
- ✓ Student gets queue number and waits for his/her number to be called.
- ✓ UBO staff calls a queue number, checks Enrollment/Billing Form (EBF), receives payment and prints Official Receipt (OR)

OPTIONAL: COR Printing and Approval

(for those who need and are required to produce COR)

- ✓ You are officially enrolled after your payment of tuition and other BOR-approved fees. Check your enrolled courses and its section on your AKAN account.

Enrolment Flow for Old Students & Shifters



Pre-Enrolment (before final exams):

Step 1 : Academic Advisement & Pre-Enrolment*

- Office: College/Department
- ✓ Adviser reviews evaluation sheet of student (also approved Shifting documents of Shifters)
- ✓ Student accomplishes Pre-enrollment Form (PEF) to include courses to be taken, alternative courses and sections
- ✓ Adviser keeps Department Copy of PEF and gives student his/her copy
- ✓ Encoders enter available courses based from the Pre-enrollment Form (PEF)

*** Pre-enrolled courses entered are subject to PREREQUISITE CHECKING at the end of the semester.**

Enrolment Flow for Old Students & Shifters



Enrolment Proper:

Step 2 : CONFIRMATION of Enrolled Courses and Printing of Enrolment/Billing Form (EBF)

- Office: Admitting College/Department
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