

# **STUDENT ADMISSION, PROMOTIONS & RECORDS MANAGEMENT SERVICES**

## **PROPOSED OFFICE OF THE REGISTRAR MANUAL**

### **Introduction:**

The Student Admission, Promotions, & Records Management Services (Office of the Registrar) is the repository of all students' records. It serves as the main frontline service of the Institute as far as curricular and academic matters are concerned. Thus the Office of the Registrar handles curricular and academic information, students' admissions. Registration, evaluation, accreditation, graduation, management of students' records, and other allied services.

### **SARMS Mission**

The SARMS shall provide academic and administrative support to instruction to enable it to attain its educational mandate

### **SARMS Vision**

The SARMS would be completely automated and would be able to provide on-line services to clientele.

### **Dictum**

The SARMS way of SARMS Commitment is to be:

Service - oriented  
Service – effective  
Service - efficient  
Clientele - friendly  
Honest, Trustworthy  
And with Integrity

### **Objectives**

1. Selective Admission
2. Selective Retention of Students
3. Efficient and Effective Management of Student Records
4. Total Quality Service to the students

## **General Functions:**

1. Student Admission
2. Registration
3. Promotions/Evaluation of Students Records
4. Records Management
5. Curricular Information Dissemination
6. Graduation

## **Governance**

The President is the head of the Institute. The Two Vice-President, VP for Academic Affairs and VP for Administration & Finance. The Office of the Registrar is under the direct supervision of the President in coordination with the two Vice-President.

The College Registrar, Registrar IV is the head of the Office of the Registrar, designated as the Director of Admissions, Registrations, Promotions & Records Management Service. Those under his/her are the academic and non-academic personnel with the following positions/appointments: Registrar III, Registrar I, Instructor III, Instructor II, Instructor I, Clerk III, Clerk II, Clerk I and Service contractual – Utility Worker.

The College Registrar/Director, is both a member of the Academic Council and the Administrative Council. He / She is responsible for furnishing the President a copy of the SARMS Annual Accomplishment Report and other academic and administrative reports. As member of the Academic Council, he/she may be appointed by the President to act as Secretary of the Council.

## **FUNCTIONS AND RESPONSIBILITIES OF SARMS PERSONNEL**

### **College Registrar**

1. Assist top administration in the formulation and enforcement of policies on admissions, enrollment, accreditation, graduation and other related academic matters.
2. Plans, supervises, and is responsible for:
  - a. Admission and Selective retention of students
  - b. Compliance with admission and academic requirements
  - c. Registration/Enrolment of Students
  - d. Enforcement of government and regulations on academic scholarships, scholarship delinquency, transferees, accreditation, student loading, subject-sequence, cross-enrolment, graduation, graduation with honors, changing/adding/dropping of subjects and other related matters.

- e. Evaluation of scholastic records/credits for purposes of accreditation of transfer units, determination of curricular level, scholastic standing, promotions, graduation and etc.
  - f. Commencement/graduation exercises and all other relevant activities.
  - g. Selection of honor students both in collegiate and secondary levels.
  - h. Custody, security, integrity and confidentiality of students' records.
  - i. Management, accounting, control, maintenance and issuance/release of students' academic records.
  - j. Dissemination of information on the curricular offerings, admission requirements, academic policies and regulations, and CHED issuances.
  - k. Orientation of students on academic policies, rules and regulations.
  - l. Information on statistical data of enrolment, graduates, dropped-outs, etc.
  - m. Preparation of memoranda on enrolment and SARMS concerns.
  - n. Publication of Academic Calendar, Bulletin of Information, Catalog, etc.
  - o. SARMS Personnel training and development.
3. Signs Transcript of Records and other related documents.
  4. Resolves questions on academic policies, and regulations and students records
  5. Performs curricular consultation with the colleges and the students
  6. Assist in the revision of curricula, EARIST Code, Faculty Manual and Student Handbook
  7. Maintains linkages with other Registrars in connection with student records and registrars concerns.
  8. Sets a standard operating procedure of SARMS
  9. Designs process flow chart of office functions
  10. Periodically reviews and improves presents systems and procedures.
  11. Assist, supervises, coordinates, checks and reviews work of SARMS personnel.
  12. Evaluates performance of SARMS personnel
  13. Designs and revises forms needed for SARMS use and transactions.
  14. Oversees the proper use and maintenance, control and safekeeping of property and equipment of the office.
  15. Maintains records of production income
  16. Requests the needed equipment and supplies
  17. Creates the development plan of the SARMS
  18. Submits Annual Accomplishments Report to the President
  19. Acts as secretary of the Academic Council as designated by the President of the Institute
  20. Serves as the contact person of the Institute with CHED and Bureau of Immigration.

### **In-charge of Admissions**

1. Prepares admission and enrolment paraphernalia.
2. Coordinates admission and enrolment of new students.
3. Reviews, checks, and verifies authenticity of submitted credentials of new students.
4. Requests for F137A and OTR of newly admitted students.
5. Arrange and files credentials of new students before they are turned over to In-charge records.
6. Prepares freshmen enrolment list.
7. Prepares list and statistics of transferees.
8. Serves as liaison officer of the SARMS for foreign students.

### **In-charge of Records/Evaluation (College)**

1. Prepares individual student records (worksheet of consolidated grades, permanent records, evaluation record, etc.
2. Coordinates enrolment of students.
3. Post grades and updates regularly student records.
4. Reconstructs lost or missing records or files.
5. Advises the student on curricular program, enrolment, subject load and sequence.
6. Evaluates student records as to curricular level, scholastic standing, graduation, etc.
7. Evaluates subjects and credits earned in other schools.
8. Assists in the enforcement of academic policies and regulations.
9. Serves as specialist and consultant of the course they are in-charge with.
10. Informs the student of course deficiency
11. Assist in the Graduation activities
12. Prepare enrolment list, list of academic scholars, list of candidates for graduation, list of candidates for graduation with honors, and t their corresponding statistical data
13. Prepare statistical data for drop-outs, shifters and transferees.
14. Checks, verifies and signs prepared Transcript of Records and certifications.
15. Manage, accounts, controls and maintains students' records and secure their integrity and confidentiality.
16. Makes follow-up request for records of new students in previous institution.

### **In-charge of Records (Secondary & Post-Secondary Special Courses)**

1. Prepares and issues F-137A and certifications for secondary students.
2. Reads and checks entry of F 138 and Form 18 T every end of school year
3. Assist in the graduation activities of the Secondary-Laboratory School
4. Prepares enrolment list and statistics of secondary students
5. Prepare list of Candidates for Graduation
6. Assist in the selection of honor students
7. Keeps and maintains all secondary records, past and present
8. Manages, accounts, controls and maintains students' records and secure their integrity and confidentiality

### **In-charge of Request, Receiving and Releasing**

1. Accommodates, receives, process and releases request for transcript of records, certifications, transfer credentials and other academic records.
2. Attends to prompt compliance and release of requested records and information.
3. Keeps daily records of incoming and outgoing records
4. Prepares and Generates requested academic records
5. Prepares various SARMS forms and enrolment paraphernalia
6. Maintains logbooks for recording of incoming requests for academic records and their releases.
7. Manages, accounts, controls and maintains students' records and secure their integrity and confidentiality
8. Classifies, arranges, files and stores active and inactive records and files.

### **In-charge of Data Processing**

1. Encode data on course and subject codes.
2. Encodes complete data of new students
3. Encodes and updates student grades
4. Generates worksheet of consolidated grades, transcript of records and certifications.
5. Prepares and generates enrolment lists and all needed statistical data.
6. Manage, accounts, maintains, and secures the integrity and confidentiality of students' records.
7. Assist in the accomplishment of various survey forms.
8. other related task

## **OFFICE MANAGEMENT**

### **Location**

The Office of the Registrar or SARMS is located at the Student center, left-wing of the Apilado Hall coming from the main entrance gate, fronting the Nagtahan St.

The SARMS is housed on the ground floor and the mezzanine of the Apilado hall. The ground floor of the SARMS houses the following: Request/ Receiving/Releasing Section; Evaluation Section of all Colleges/Programs; the ID Section; Records room of graduated files, active and in-active files. The mezzanine houses the following: the office of the SARMS Director/College Registrar, Mini-SARMS Library/Reference Corner/Research Room; the data processing section; and stockroom of SARMS Forms and other miscellaneous supplies.

### **Office Layout**

1. Office and working area should be spacious and adequate for number of employees.
2. There should be enough service counters to accommodate students of different colleges.
3. Rooms should be provided for in-active files, graduated files, and computers.
4. Active files should be in the working space or immediate vicinity of the Evaluators
5. There should be enough furniture, equipment, supplies, ventilation, and lighting facilities.
6. There should be one computer for every personnel, separate from the computer units used as server and for data banking and processing purposes with Local Area Networking.

### **File Arrangements**

<b>Classification</b>	<b>Arrangement</b>	<b>Location</b>
1. Active Files/Records	By College, Alphabetized	Immediate vicinity of the concerned College In-charge
2. Inactive Files/Records	Alphabetized	Ground Floor
3. Graduated Files/Records	Alphabetized by College and by Year	Ground Floor

## Personnel Assignments

1. Every personnel should have definite duties and responsibilities to perform and to attend to.
2. The number of employees should be in proportion to the number of student and to the volume of work to be performed. The most is 1 personnel to 500 students (1:500).

<b>Personnel</b>	<b>Assignment</b>	<b>Location</b>
Sheila M. Matias	Registrar IV / Director	Mezzanine
Ms. XYZ (vacant)	Registrar III / Asst. Registrar In-charge, Graduate School	Ground Floor
Teresita B. Del Rosario	Registrar I Chief – Evaluations & Promotions Section In-charge, Graduate School	Ground Floor
Guillerma M. Belarmino	Instructor III (detailed) Chief, Request/Receiving & Releasing Section Chief, Records Section In-charge, College of Engineering: BSCE, ECE, BSME, BSEE	Ground Floor
Fernando N. Filler, Jr.	Instructor II (detailed) Chief, Records Section In-charge – College of Industrial Technology : BSIT	Ground Floor
Irma F. Filler	Instructor I (detailed) Chief – Documentation & Authentication Section ID Section In-charge, College of Arts & Sciences	Ground Floor
Alfredo G. Matias, Jr.	Clerk III Chief – Diploma & Certificate Section In-charge, College of Business & Public Administration; In-charge, College of Industrial Technology : BSHRM	Ground Floor

Mr. XYZ (vacant)	Clerk III In-charge, College of Office & Business Education Data Encoder	Ground Floor
Ms. XYZ (vacant)	Clerk III In-charge, Transcript Production, Graduate Program Data Encoder	Ground Floor
Willie Gapasin	Clerk I Chief, Data Processing Section In-charge, College of Education, In-charge, Secondary Records /LHS	Ground Floor Mezzanine
Antonette Ocampo	Clerk I Chief, Admission & Registration Section In-charge, College of Architecture; College of Engineering BSCOE	Ground Floor
Antonio Del Rosario	Clerk I In-charge, College of Fine Arts Encoder	Ground Floor
Bernardita P. Penalba	Utility Worker Chief, Transcript Production Section In-charge, Special Evening Program; TSAT, TCMS, EARIST-Cavite	Ground Floor
Dorina Carera	Utility Worker In-charge, Receiving & Releasing Section SARMS Maintenance Encoder	Ground Floor
Michael Natividad	Utility Worker In-charge, Request, Releasing & Receiving Section Liason Officer to different Agencies In-charge, Maintenance of SARMS	Ground Floor



## **Proposed additional SARMS Staff / Manpower Needs:**

Creation of the following Positions:

1. Registrar V (University Registrar)
2. Registrar II (preferably BS Psycho or Guidance & Counseling Major, to be assigned as Admission, Recruitment & Testing Officer, Analyst )
3. Credit Evaluator (preferably an Academic Rank Holder)
4. Computer Programmer / Administrator
5. Data Encoder
6. Records Clerk (computer literate)
7. Regular Student Assistant

## **Operating Procedure**

### **Office Days and Hours**

1. SARMS personnel are encourage to be punctual in attendance.
2. Office days and hours observed should be posted at a spacious place for the information and guidance of the public.
3. SARMS personnel are required to render honorarium services after their regular hours to serve and accommodate evening and working students, if so needed.

### **Records of Communications, credentials, and documents Received and Issued**

1. The In-charge of Admission is responsible for receiving, sorting, classifying, and recording all communications, credentials, and records and distributing them to concerned personnel.
2. A personnel is assigned to distribute communications emanating from the SARMS to different Colleges and Offices. Records of outgoing communications should indicate the name of communication, College/Office, date issued, and name/signature of receiver.
3. An office personnel is assigned to prepare and reply to correspondence regarding curricular offerings and statistical data.

### **Safety and Security of Files and Records**

1. Every employee should be personally responsible and accountable for records and files in his/her possession needed in the performance of his/her work.
2. Classified or strictly confidential records/files (e.g. students academic records) are not allowed to be accessed by anybody, taken out of the office or borrowed.

3. Unclassified or non-confidential files (e.g. statistical records) maybe accessed or borrowed only with the knowledge and permission of the SARMS Director/Registrar.
4. Records/Files that are allowed to be borrowed should always be recorded in the record book specifying the following name of record/file, name of the borrower, borrower's signature, College/Office, date, and name of issuing SARMS personnel.
5. Storeroom for files, records and supplies is a restricted area and only authorized person are allowed in it.
6. Only authorized personnel or personnel assigned in the Data Processing Section are allowed to have access on students' records' in the computer.
7. For maximum security, records and documents shall be rendered in microfilm (recommended to acquire microfilm equipment)

### **Working Area and Records Room**

1. The working area and records room should be free from any fire hazard or combustible materials.
2. Files in records room or cabinets should be occasionally inspected or treated with insecticides or pesticides.
3. Records room should be able to accommodate foreseeable volumes that may accumulate from year to year.
4. Proper temperatures should be maintained in the records room and computer room for preservation of records and maintenance of equipment.
5. Only authorized personnel are allowed in the Computer Room.

### **Equipment and Supplies**

1. Office equipment and supplies should always be in good working condition. Personnel-in-charge of the said equipment is responsible for its up keeps and maintenance. Any malfunctioning equipment should be readily reported for repair and replacement.
2. Economy should be observed in using forms or supplies.

## **FILES AND RECORDS MANAGEMENT**

### **Classification of Files and Records**

The Records at the Office of the Registrar are classified as follows:

1. **Classified as Strictly Confidential.**

This refers to records submitted in pursuance of the "special relationship" it has with the school. That is, information disclosed to the school, for the latter's use only for admission and or promotions and no other. The following are classified or strictly confidential records:

- a. Academic reports
- b. Adoption papers
- c. Alien certificate Registration
- d. Baptismal or Birth Certificate
- e. Disciplinary Records
- f. Medical and Guidance Reports
- g. Personal and Academic Records

## **2. Unclassified or Non-confidential**

This refers to other school records that should be necessarily be made public to enable the State (government) and the students or parents to determine legal existence and operation of the school and assess its performance. The following are unclassified or non-classified records.

- a. Approval of Courses
- b. Catalogues
- c. Class, Faculty and Room Program
- d. Directory of Graduates
- e. Enrolment List
- f. Permits and Recognition
- g. Prospectus
- h. School Annuals
- i. Statistical records
- j. Teaching Contract.

## **Credentials to be filed in the student's jacket**

1. Accreditation/validation Form
2. Adding/changing/Dropping Form
3. Admission Slip
4. Affidavit, Order for change of Name of correction of name
5. Application for admission, graduation, shift course and transfer
6. Approved permit for cross enrollment
7. Approved request for : Overload, Substitution of Subjects, waiver of pre-requisite
8. OJT Permit
9. Certificate of Transfer Credentials
10. Clearance, completion forms, Evaluation
11. Schedule and Registration Forms
12. Forms 138, Form 137-A & Transcript of Records
13. Machine Copy of: ACR, Birth Certificate, Marriage Contract
14. Notice of Deficiency
15. Permanent Record
16. Photographs

17. Study permits for working students and Foreign Students
18. Other related documents

### **Sundry Matters to be Kept for Reference**

1. Accomplishment report (Annual, Monthly or weekly)
2. Annual Procurement Program
3. Checklist/Prospectus
4. Class/Faculty and Room Program
5. Commencement programs
6. Curricular programs
7. CHED Basic Higher Education Data
8. CHED Memo /Orders
9. Civil Service Circulars
10. CSC PD 907
11. DBM Memo No. 71: Head Count
12. DBM/SUC Form 1A
13. Enrolment list
14. Worksheet for Consolidated Grades
15. Grades Sheets
16. List of Academic Scholars
17. List of Candidates for Graduation with honors
18. Minutes and Resolution of Academic Council Meeting
19. Official Communication
20. SARMS Memoranda
21. Statistical data
22. EARIST Circular/Memoranda/Orders
23. EARIST Code
24. EARIST Faculty Manual
25. EARIST Student Handbook
26. Others

### **Operating procedure**

#### **Location of Files**

1. The active files or current files should be in a separate cabinet located at the immediate vicinity of the concerned College Evaluators/Records in-charge.
2. The In-active files (dropped) are located in the SARMS Ground Floor
3. The Graduated Files are located in the records room of SARMS ground floor.

#### **Filing System and Control of Records**

1. The alphabetic file is used for students' permanent records. When removing and putting back files, personnel concerned must see to it that alphabetic order is observed to avoid misplacing files.

2. Students' records are kept in individual jackets. Great care should be exercised when putting papers inside the jacket so that these do not go into wrong jacket.
3. In order that students' records, jackets, communication or papers will not be misplaced or go into wrong files. They should be filed as soon as they were received or done with.
4. Student Number is being used in encoding/accessing records in the computer.
5. A personnel is assigned to handle and take charge of data processing and control in the computer .
6. Subject filing is used in filing sundry matters to be kept for references. They are further classified by year or by school year.

## **GENERAL WORKFLOW AT THE OFFICE OF THE REGISTRAR**

### **A. Pre-Registration**

- Preparation, issuance and control of pre-enrolment forms
- Preparation of enrolment paraphernalia
- Preparation of Admission Slip (showing deficiencies and scholastic standing) for old students
- Issuance of Application for College Admission Test
- Interviews and guides student applicant
- Administration of College Admission Test in coordination with the SSC
- Correction of ECAT, Item analysis of ECAT results, Preparation of List of ECAT results in coordination with SSC
- Issuance of ECAT results to Individual Student Applicant in coordination with the different College Deans.
- Coordinates with Deans as to their school programs in preparation for the integrated school programs
- Preparation and dissemination of school calendar
- Preparation and dissemination of enrolment procedure and control
- Information and dissemination of any development revision, or enrichment in any program, courses and subjects

### **B. Admission**

- Admission of old and new students

### **C. Registration**

- Registration of old and new students

### **D. Post Registration**

- Sorting of Registration forms (by College, Course, major, Curricular Level and Sex)
- Preparation of Enrolment List (by College, Course, Major, Curricular Level., Sex, Units enrolled and other data)

- Preparation of Enrolment Statistics (by College, Course, Major, Curricular Level, Section, and Sex)
- Preparation of Jackets for new students' records

#### **E. Filing, Sorting, and Arrangement of Students' Records**

- Checking and filing of entrance credentials in the jacket
- Filing of Registration Forms in the jacket
- Filing of other pertinent student records in the jacket
- Sorting of jackets of dropped-out and transferred students
- Arrangement of students' individual jacket

#### **F. Student Records Preparation / Encoding of Records**

- Requesting for Form 137-A (new freshmen students) and Transcript of Records for Transferees.
- Encoding of Students' Personal data Information in the computer
- Encoding of currently enrolled subjects of students in the computer/permanent record
- Preparation of consolidated worksheets of subjects enrolled (by College & Major)
- Preparation of list of Academic Scholars in coordination with SSC

#### **G. Posting, Encoding and updating of grades**

- Posting of students' grades from grades sheets to permanent record
- Encoding and updating of grades of students from consolidated worksheets/permanent records in the computer

#### **H. Evaluation**

- evaluation of students records for promotions to the next curriculum year
- Identification and dissemination of students deficiencies, earned credits & etc.
- Advise students on subject pre-requisites, co-requisites, mandated subjects and others
- Processing of application for graduation
- Preparation of List of Candidates for Graduation
- Selection and preparation of list of honor students
- 'Presentation of candidates for graduation to the Local College Academic Council and the Institute academic Council.
- Preparation and holding of graduation rites

#### **I. Graduation**

- Processing of application for graduation
- Preparation of list of candidates for graduation
- Selection and preparation of list of honor students
- Preparation and processing of PD 907 awardees/grantees
- Presentation of the Candidates for Graduation to the Local College Council and to the Institute Academic Council



## **OFFICE PROCEDURES AND ITS OPERATION**

### **A. ADMISSIONS**

The SARMS has an Admissions Unit manned by a personnel who takes charge of admitting new freshmen students, transferees, and foreign students. Admission of students is done in coordination with the different Colleges in the Institute.

- a. The admission of new students shall adhere to the policy of the Institute.
- b. The In-charge of Admission shall coordinate with the Colleges as to the admission students, the number to be admitted, and the number of sections to be opened.
- c. The In-charge of Admissions shall provide a copy of the list of new freshmen students, transferees, and foreign students to Evaluators concerned.
- d. The In-charge of Admissions shall process, examine, and evaluate carefully the entrance credentials and requirements of applicants and new enrollees.
- e. In cases of incomplete requirements and credentials submitted, concerned student shall be informed by the In-charge of Admissions.
- f. The In-charge of Admissions shall be responsible for requesting the Form 137 A of new freshmen students and the official Transcript of Records of transferees from concerned institutions, which are turned over to In-charge of Records upon receipt.
- g. The In-charge of Admissions shall process the requirements and the admission of foreign students.
- h. The In-charge of Admissions shall take charge of the monthly, quarterly, and annual report made for foreign students to the Bureau of Immigration.

### **1. EVALUATION OF CREDENTIALS**

- a. The following are not valid credentials or records for purposes of registration:
  - 1) A transfer card (F-138) which does not state the eligibility of the student to the course; is not signed by the Principal or Registrar; is marked "used for enrollment in another school" or "cancelled"; or has erasure or alterations.
  - 2) A diploma.
  - 3) A Transcript of Record marked "For Evaluation Only", "For Personal Reference Only", "For Employment Purposes", "Not Valid for Transfer", etc.



- 4) Form 138 or Transcript of Record of applicant from any private school, which has neither government permit to operate, nor recognition .
- b. The SARMS shall be the one to make an official request to the school concerned for an official copy.
- c. Erasures very deceptively done can be detected by using a magnifying glass or, in the case of an ordinary bond paper, by putting it below a lighted bulb and looking at the back. Any credential with this marked shall not be honored, unless signed/initialed by the Registrar concerned.
- d. The Registrar usually signs a credential or record. If in doubt as to the signature or the signatories, it should be verified further by sending the SARMS liaison officer to the school with an authority to verify its Authenticity and validity.
- e. Transcript of Records of graduated students entering the Graduate School, pursuing a second degree, taking professional Education Units or taking supplements subject shall contain the degree obtained, Date of graduation (month, date, year), CHED Special Order Number (for private schools), and Registry Order (for accredited private schools).

### **3. VERIFICATION OF AUTHENTICITY OF DOCUMENTS/TRANSCRIPT OF RECORDS SUBMITTED BY STUDENTS**

- a. The In-charge of records shall verify all hand-carried Transcript of Record of newly admitted students (Graduates or Transferees) from their previous school by the In-charge of Admissions. This can be done by sending to the school concerned a copy of the submitted document for their authentication or by sending an SARMS personnel/ liaison officer to said school to verify the document submitted.
- b. Once the entrance credentials of newly admitted students have been entrusted to the Registration Unit by the Admissions Unit, the In-charge of Records shall then be responsible for the verification of submitted documents and follow-up of request.
- c. The In-charge of records shall verify all the hand-carried of the cross-enrollment grades and supplementary grades.

## **B. REGISTRATION/ENROLLMENT**

- a. The SARMS shall provide all Colleges and Offices with the Enrollment Memorandum to serve as guide during enrollment.
- b. The SARMS coordinates with the different Colleges and Offices in the University regarding enrollment procedures.
- c. The schedule of enrollment follows the dates given in the Academic Calendar.
- d. The Colleges take charge of enrolling their students and submitting the necessary reports and forms to the SARMS.
- e. Graduating students are provided with Notice of Deficiencies.
- f. Complete set of class cards from the previous semester, registration form (previous semester), and clearance are required in the enrollment of old students to serve as credentials.
- g. As schedule form is being used to indicate the proposed subjects to be enrolled and has to be approved before transfer to the Registration Form.
- h. Enrollment of scholastic delinquent students shall be guided by the rules on scholastic delinquency.
- i. Enrollment of academic scholars shall follow the rules on academic scholarships, while other scholars in the College shall also follow the requirements specified in the contracts.
- j. Rules and procedures on adding/changing/dropping, prerequisites, overloading substitution, waiver of prerequisite, and cross-enrollment of subjects should be observed.
- k. Practice Teaching should not be taken with any other subjects to afford the student teachers with full concentration and total immersion in actual teaching. (CMO No. 11, s. 1999)
- l. Care should be taken that any request (e.g. overloading, cross-enrollment, waiver of prerequisite, etc.) of students during enrollment shall be done officially, signed and approved by authorities concerned, and copy furnished the SARMS.
- m. For enrolling transferees, advanced subjects should not be enrolled unless the prerequisites subject/s had already been validated.
- n. Students who have not submitted their Registration Forms to the SARMS shall not be included in the list of officially enrolled students.
- o. Late submission of Registration Form by a student shall not be entertained by the SARMS, unless otherwise permitted by the Dean of Student Affairs after giving necessary sanction.

## **1. REQUEST FOR CROSS-ENROLLMENT**

A student may be allowed to cross-enroll in another school under the following conditions:

- a. The student is graduating at the end of the academic year.
- b. The subject to be cross-enrolled is not a major subject and is not being offered in the University.
- c. The subject to be cross-enrolled belongs to old curriculum and is not anymore being offered in the University.
- d. The maximum number of units allowed for cross-enrollees is six (6), unless otherwise they are already the last number of units to be taken by the student to qualify him for graduation.
- e. Request for cross-enrollment shall be recommended by the Dean, noted by the University Registrar, and approved by the VP Academic Affairs.
- f. The SARMS shall prepare the cross-enrollment form to be carried by the student to the chosen school.
- g. The In-charge of Records should be provided a copy of this approved request.

## **3. REQUEST FOR OVERLOADING OF UNITS**

- a. Overloading of units is allowed only for graduating student.
- b. The maximum number of units allowed for a student to enroll with overloading is twenty-eight (28).
- c. For Education students undergoing Practice Teaching (12 units), overloading allowed.
- d. Overloading is not allowed for a delinquent student.
- e. A student who was allowed to overload in a particular semester and obtain a failing mark shall not be allowed to overload in the following semester.
- f. Request for overloading shall be recommended by the Dean, noted by the University Registrar, and approved by the VP Academic Affairs.
- g. The In-charge of Records should be provided a copy of this approved request.

## **4. REQUEST FOR SIT-IN AND TUTORIAL CLASSES**

The University does not allow sit-in and tutorial classes.

## **5. REQUEST TO TAKE SIMULTANEOUSLY PRE-REQUISITE AND ADVANCED SUBJECT (WAIVER OF PRE-REQUISITE)**

A student may be allowed to enroll in the prerequisite and advanced subjects simultaneously under the following conditions.

- a. The student is graduating at the end of the academic year.
- b. The prerequisite is a “repeated subject”.
- c. Once the prerequisite subject is failed, the advanced subject is invalidated.
- d. The request must be recommended by the Dean, noted by the College Registrar, and approved by the VP of Academic Affairs.
- e. The In-charge of Records should be provided a copy of this approved request.

## **6. REQUEST FOR SUBJECT SUBSTITUTION**

- a. the subject substitute must have the same number of units and allied to the required subject.
- b. The subject involved belongs to the old curriculum and is not yet being offered anymore in any course in the University.
- c. The request must be recommended by the Dean, noted by the University Registrar, and approved by the VP Academic Affairs.
- d. The In-charge of records should be provided a copy of this approved request

## **7. PREPARATION OF ENROLLMENT LIST AND STATISTICS**

- a. The preparation of the enrollment list is preceded by the sorting of the Registration forms and credentials
- b. Enrolment list should be based from submitted Registration Forms, prepared and sorted according to College, Course, Major, Year, Section and sex.
- c. Names appearing on the list should be alphabetically arranged.
- d. Enrolment statistics shall also be based from submitted registration forms, sorted according to college, course, section, year and sex.
- e. The Data Encoder is in-charge of consolidating, preparing and generating the enrolment list and statistics.
- f. Each In-charge of records is responsible for the checking of enrolment list of students in the higher years, whereas, the In-charge of Admissions is responsible for the enrolment of Freshmen students.

## EVALUATION OF STUDENTS RECORDS

Students records are evaluated at the end of each period for purposes of determining the scholastic standing, curricular level, and graduation of students.

- a. An Evaluator or In-charge of Records assigned to each College/Program.
- b. The Evaluator shall prepare the Worksheet for Consolidated Grades per courses indicating all the enrollees for a particular program, all the subjects they have enrolled for the semester, and the total number of units. At the end of the semester, grades earned by students are posted in the worksheets. Names are arranged alphabetically.
- c. The evaluator shall also prepare the permanent records of the students where all subjects taken for all semesters with the corresponding grades and units are being posted.
- d. In the evaluation of students records, close attention should be given to subjects requiring pre-requisites. No students shall be permitted to take any advanced subject until he has satisfactorily passed the pre-requisite subject/s. Subject enrolled without the necessary prerequisites are invalidated and should not be credited regardless of the grade obtained.
- e. Grades are posted on the individual evaluation form of students by the Evaluators to determine their academic status.
- f. Subjects not officially enrolled by the students are not given credit and included in their permanent record.
- g. Only approved request for overloading, waiver of pre-requisites, substitution of subjects and cross-enrolment by students shall be entertained by the evaluators, otherwise they shall be invalidated.
- h. The order of arrangement of subjects to be taken by the students shall follow the one prescribe in the curriculum .
- i. Evaluation of records of applicant from foreign school is based on the curriculum of the degree course the student is pursuing and the catalog/bulletin of the school last attended.
- j. In evaluating records of transferees, no credits shall be given to subjects taken from other schools that have not yet been validated and accredited here at EARIST. They must have the same description and number of units. In case of doubt as to whether the subject can be credited or not, the party should be required to submit complete subject course description from the previous school or certified true copy or the detailed description of the subject and course content from the previous school.
- k. When the units of credit in a subject is lower than those required in the curriculum, then the student is required to take the same subject but following the required number of units.
- l. The evaluator shall be responsible of determining the students curricular level, academic standing, and qualification as to being a candidate for graduation.
- m. Evaluation of student records for the purposes of determining academic scholarship, scholarship delinquency shall be based on EARIST Code.

- n. In computing scholastic delinquency, a grade of “incomplete” is not to be included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during semester when the removal is made.
- o. In the computation of the General Weighted Average of the Candidate for Graduation with Honors, the guidelines on graduation with honors in the EARIST Code shall be followed..
- p. Care should be taken in evaluating records of delinquent students, academic scholars and candidates for graduation with honors by following what is specified in the EARIST Code.
- q. Evaluators must be able to familiarized themselves with the curriculum of the course, they are in-charge with, the subjects, course coding, course description and content, units, pre-requisites, co-requisites, effectivity date, and corresponding changes that will ensure later. They must also be up-to date with the CHED Memorandum on Standards, Policies of Course and other CHED policies on Academic matters.
- r. As a matter of procedures, all forms (Registration, adding, changing, dropping, clearance, completion, etc.) should be filed in the students records.

#### **NAMES OF STUDENTS IN SCHOOL RECORDS**

- a. Name entered in the school records should be the same as that in the birth certificate or admission credentials, or in the Alien Certificate of Registration issued by the BID, in case of foreign students.
- b. If there are discrepancies in the name, the student is asked to secure Amended Birth Certificate from NSO.
- c. For change or correction of name, the student must submit a copy of his birth certificate or court order for change of name, affidavit of two dis-interested persons, affidavit of parents/student.
- d. The new or corrected name of student should be used in all his academic records.

#### **RECONSTRUCTING A LOST OR MISSING RECORDS**

- a. The In-charge of records shall be responsible for reconstructing a lost or missing record.
- b. If the lost or missing record is from the SARMS, reconstructions maybe done by referring to the enrolment list, worksheet of consolidated grades or from the faculty grading sheets.
- c. If the lost or missing record is from another school, a duplicate copy shall be requested from the former school.

## **ENTRY AND SUBMISSION OF GRADES**

- a. Every faculty member shall submit his/her report of grades at the within the prescribe period in the Academic Calendar.
- b. Faculty members who failed to meet the deadline for submission of grade sheets should be reported by the College Registrar to appropriate authorities of the Institute. The delinquency shall be entered in the personnel records of erring faculty with corresponding sanctions.
- c. The grades sheets shall contain an alphabetical listings of name of students.
- d. The faculty shall make correct entry of names of students and rating in the grade sheets.
- e. For subjects with students coming from the different colleges/courses, students shall be group according to the colleges/courses in the grade sheets to be submitted to the SARMS.
- f. For incomplete grades of students, the faculty concerned shall do the necessary entry for the completion of grades in his/her grade sheets within the specified period of time.

## **CHANGE OR CORRECTION OF RATINGS**

- a. Change or correction of grades in the grading sheet of the faculty should be within the allowable period of one month after the grades have already been submitted to the SARMS.
- b. Only the faculty concerned shall do the necessary changes or correction of rating
- c. An authorization from the Dean of the College where the faculty member belongs, to make the necessary change or correction of ratings shall accompany the grades sheets to be submitted to SARMS.

## **RECORDS MANAGEMENT**

### **AUTHENTICATION OF RECORDS/DOCUMENTS**

- a. Students may have their record/document authenticated by this office.
- b. The In-charge of requests shall countercheck the authenticity of the record/document to be authenticated.
- c. The remark, CERTIFIED TRUE COPY OF THE ORIGINAL, shall be indicated in the machine copy and to be initialed by the In-charge of request and signed by the Registrar.

- d. The student is required to pay the corresponding fees for authentication of record.
- e. A Certificate of Authentication can also be requested. This is issued together with the machine copies of documents that are impressed with the university seal and signed by the Registrar.

### **FALSIFICATION OF CREDENTIAL, DOCUMENT OR RECORD**

Falsification is committed by changing credential, document or record by alteration, erasures, forgery of signatures of designated SARMS personnel or otherwise. It is a criminal act punishable by the Revised Penal Code.

- a. Request made by Civil Service Commission and agencies requiring the same to the veracity of documents submitted to them by EARIST students shall be attended immediately.
- b. b.. An EARIST student who found to falsify his/her academic records shall be reported to the Office of Student Affairs for disciplinary sanctions

### **PRODUCTION OF CERTIFICATIONS**

- A. The in-charge of Request shall prepare only requested certifications by the students.
- B. The prepared standard form of certification for each type of request shall be used.
- C. A uniform heading, format, style and size of paper for each kind of request shall followed.
- D. All certification must contain as one of its features, verified correct, to be signed by the concerned In-charge of Registrar/Evaluator.
- E. The certification must contain one of its features, verified correct by the Records In-charge.
- F. The Registrar shall only sign certifications that are in order.
- G. Certification not produced by this Office will not be entertained for signing and marking of school seal.

### **PRODUCTION OF TRANSCRIPT OF RECORDS**

- a. The In-charge of request shall prepare only requested transcript of records by students.
- b. The official paper of the transcript of record shall be used. A uniform, format and style shall also be followed.
- c. The transcript of records must have control number and date of release.
- d. The correct and complete name, middle name, and family name of student shall be made on the official transcript of records.



- e. Name on the OTR must be the same with the name on the submitted birth certificate, special emphasis on spacing of letters, hyphenation, and use of symbols in the name.
- f. Name printed must be the same in all pages of OTR.
- g. The OTR must contain the course, degree taken, date admitted, date of birth, and name of previous school attended.
- h. For transfer students, the entrance data in the OTR shall indicate the name of the former school.
- i. For students in the Graduate Program, the entrance data shall indicate the degree obtained, the name of school, and Special Order (SO) Number or Registry Number (for private school)
- j. The course, subject, descriptive title, number of units, and grades must be completely entered and clearly printed on the OTR.
- k. Failure and incomplete grades should be indicated, even if already repeated and passed or has been removed. Dropped subjects shall also be indicated.
- l. The OTR must not contain any alteration, erasures, typographical errors. In the event an erasure is made, it has to be signed by the Registrar.
- m. Remarks of Graduated Students must contain the degree obtained, the date of graduation (month, day and year) and honors received, if any.
- n. The OTR shall bear the signature of the following: the one who prepares the OTR , the one who verifies and checked and the Registrar.
- o. The OTR must be impressed by the School Seal.
- p. A documentary stamps is affixed and duly cancelled.
- q. Transcript of records not produced by this office will not be entertained for signing.

## **REQUEST FOR ACADEMIC RECORDS**

- a. The request by schools for Form 137 A or transcript of records or similar records, on the basis of certificate of transfer, should be attended to promptly by the In-charge of Request, as a matter of courtesy.
- b. The student concerned shall personally request for his/her academic of records. In the event that he/she cannot be able to do it personally, he/she may authorize a proxy to request in his behalf.
- c. A request made personally by the Registrar for a second copy, to replace a lost or damage copy should be honored.
- d. A request for another copy of the record, which was previously forwarded upon written request to another school in the Philippines, cannot be honored. The party concerned should be directed to go to the school to which the records was sent.

## **RELEASE OF RECORDS**

- a. Academic Records are sent directly to requesting school. It can not be entrusted to the former student, unless authorized to hand carry the said record. It has to be placed in a sealed envelope addressed to the Registrar concerned. The flap of the envelope shall bear the signature of the Registrar.
- b. The record must be an exact copy of the record of student. The correct description of courses should be indicated. Erasures in records shall always bear the signature or initial of the Registrar.
- c. In cases where a subject with corresponding grades and units was inadvertently omitted, a certification in supplement to the transcript of records already issued is made and sends to school concerned.
- d. In cases where a subject, unit or grade has a wrong entry or typographical error, a certification of correction is made and sent to school concerned.
- e. The records released shall bear the names and written signatures of the Registrar, the In-charge of records, and the one who prepared the record.
- f. More than one copy of transcript of records maybe issued to requesting students as long as no copy previously issued was used for enrolment in another school in the Philippines.
- g. Records released shall always indicate the purpose for which the record will be used (“For employment purposes”, “ For Records Purposes”,” etc.) On the other hand, the following purposes are not allowed as requested by the student: “for the Enrolment purposes”, “ For Miscellaneous Purposes”, “For Transfer Purposes”, and “For General Purposes”.
- h. In-charge of request shall attend request and release of the records right away, by having the requestor fill-up the application for request of the record. Release of records upon payment of required fee is done by following the schedule: 3 days for certifications and 2 weeks for transcripts.
- i. For fast release of records; the fast lane for certifications and transcripts may be used but a higher fee.
- j. All records to be released must be recorded in the record book of the university Registrars. The Record Book contain the following: control number, name personnel who prepared the document.

## **ISSUANCE OF FORM 137A, TRANSCRIPT OF RECORDS, AND CERTIFICATIONS**

- a. The preparation and issuance of form 137-A, transcript of records and certifications is to be done by those in-charge of requests.
- b. The certification or record issued should always indicate the purpose for which it would be issued.

- c. Form 137A/transcript of Record is issued only once to the requesting school for purposes of admission.
- d. Form 137A/Transcript of Record/Certification for purposes, such as employment, records, evaluation, scholarship, promotion, or examination can be issued to requesting students; Whereas, enrollment, transfer, general or miscellaneous purposes are not to be used for remarks.
- e. For graduates applying for transcript of record (First Copy), a clearance is required. No graduated student shall be issued a Transcript of Records unless he/she has been cleared of all accountabilities.
- f. Precautions to be observed:  
Under no circumstances shall the Form 137A or the transcript of record be given the students or parents, unless it has the written permission from the school concerned. The SARMS is responsible for sending said records to the requesting school.
- g. The student is required to pay the required fee for Form 137A, OTR, and certification. Official receipt of payment must be shown to the College Registrar for record purposes before signing.

#### **ISSUANCE OF TRANSFER CREDENTIAL**

- a. Transfer Credential is issued to a student who wishes to transfer to another school and is issued only once.
- b. A student who was not able to use his/her transfer credential to another school and wishes to return to EARIST is required to surrender the Transfer Credential issued him/her.
- c. Before a Transfer Credential is issued, the student is required to submit accomplished clearance form and pay the required amount.
- d. The SARMS personnel in-charge of issuing the Transfer Credential must see to it that the form 137A/Transcript of Record is in file and all subjects and grades are accounted for.
- e. Transfer Credential issued to a student shall always include a copy of grades.
- f. The student is required to pay the required fee for Transfer Credential.

#### **ISSUANCE OF DIPLOMA**

- a. The diploma of graduate student is issued only once during the attendance of said student to the Commencement Exercises.
- b. Signatories in the diploma include the President, Dean of the College, and the Registrar.
- c. The student is required to submit an accomplishment clearance from before a diploma is issued. No grades student shall be issued. No graduated student shall be issued a diploma unless he/she has been cleared of all accountabilities.

- d. For diplomas, the usual documentary stamps should be affixed and duly cancelled.
- e. For lost diplomas, a second copy is no longer issued, rather, a certificate to that effect certifying that the student had graduated and had already received his/her diploma is given.
- f. A machine copy of the diploma may be issued, but the party concerned should execute an affidavit before a notary public, stating the circumstances of loss or destruction. However, the word “machine copy or duplicate copy” should be indicated on the upper right hand portion of the document and signed by the Registrar.

### **ISSUANCE OF A CERTIFICATION, RECORD AND DIPLOMA TO PROXY**

The Proxy has to present a written authority from the owner of the academic record that he/she has been authorized to secure the said certification, record or diploma.

### **RIGHTS OF STAKEHOLDERS**

#### **Rights of Parents**

Sec. 8, Chapter 2, paragraph 2 of the Education Act of 1982 gives parents who have children enrolled in a school “the right to access to any official record directly relating to the children who are under the parental responsibility”.

#### **Rights of Students**

Sec. 9. Chapter 2 of Education Act 1982 provides in addition to other rights, and subject to limitations prescribed by law and regulations, the student and the pupils in all schools shall enjoy “the right to access to his own school records, the confidentiality of which the school shall maintain and preserve” and “the right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.”

