**SRMS Process Flow for Enrollment**

**Part I – Setup Preparation for Enrollment**

🔒 **Handled by Admin or HR Account**

1. **Faculty Profiling**
   * Input and update faculty details (ID Number, Full Name, Position)
   * Assign faculty roles (Instructor, Adviser, Program Head)
   * Link to subjects and class sections

🔒 **Handled by Admin or Registrar Account**

1. **Class Program Setup**
   * Define School Year and Semester
   * Create Class Programs (per Course, Major, Year Level, Section)
   * Assign subjects, schedule (Day/Time), room, and instructor per section
   * Finalize and lock the class program to make it available for enrollment

**Part II – Enrollment Process**

🔒 **Handled by Registrar Account**

1. **Student Profiling**
   * Add or update student personal data (Name, Birthdate, Address, Contact)
   * Assign Student Number
   * Record student status (New, Transferee, Returnee, Old)
2. **Enrollment**
   * Select active School Year and Semester
   * Assign Course, Major, Year Level, and Section
   * Mark enrollment status (Regular/Irregular, Blocked/Open)
3. **Subject Enlistment**
   * Load class subjects from Class Program
   * Automatically enlist subjects (for Regular)
   * Manually add/drop subjects (for Irregular or Open Enrollment)
   * Finalize subject list for encoding and assessment

**Part III – Students’ Accounts**

🔒 **Handled by Accounting Account**

1. **Setup of Fees**
   * Define Tuition, Miscellaneous, and Other Fees per Course/Year Level
   * Configure Lab Fees, Special Fees, and Optional Items
2. **Creating Student Account**
   * Auto-generate fees based on enrolled subjects and program
   * Apply discounts or additional charges (e.g., scholarship, late fee)
   * Finalize student assessment with total balance
3. **Payment for Enrollment**
   * Record official receipt number and payment date
   * Partial or full payment support
   * Update balance and payment history
   * Generate Statement of Account (SOA) or Official Receipt