

Admission to Registration



ROAD TO STUDENT REGISTRATION

- STRONG marketing
- DESIGNATED Admission Officer
- 24/7 Dean or Evaluator
- ONE-STOP-SHOP enrollment procedure
- Enrollment OFFICER of the Day
- Trained Department Secretaries
- Assessment Officer
- Cashier
- Registrar as the Enrollment In-Charge



STRONG MARKETING

- MARKETing is Everybody's concern
- Aggressive Marketing Team
 - Marketing plan
 - Branding
 - Advertisement or Campaign
 - Receptionist
 - Customer Service Relations' Officer
 - After Service Customer Care



ADMISSION OFFICER

Responsible for finding the students who are best fit to the college or program.

- Head the Admission Team
 - Receiving the student applicants and their parents
 - Classify the student applicants
 - Application Form
 - Administration of Entrance Examination
 - Receives and screens the completeness and authenticity of submitted admission requirements (documents)

Question:

How welcoming is your admission area?



ADMISSION DOCUMENTS

- Application Form
- Picture(s)
- Form 138 or Copy of Grades
- NCAE Result
- Certificate of Good Moral Character
- Birth Certificate

What if these documents or some of them cannot be submitted?



FOREIGN STUDENTS REQUIREMENTS

- Who is the in-charge of foreign students?
- Requirements for foreign students
 - Joint letter of request addressed to the commissioner from the authorized representative of the petitioning school and applicant using the letterhead of the school and dry seal
 - Duly accomplished CGAP (BI form 2014-00-003 Rev 0)
 - Photocopy of passport biopage and latest admission with valid authority to stay



FOREIGN STUDENTS REQUIREMENTS

- Requirements for foreign students
 - NOA of the applicant bearing clear impression of the school's official dry seal
 - Endorsement addressed to the Commissioner from the school for the conversion of the applicant status, signed by the registrar
 - Certificate of Eligibility for Admission from the CHED Commissioner for medicine and dentistry
 - Photocopy of passport page bearing the valid Bureau of Quarantine Clearance and International Health Surveillance stamp



FOREIGN STUDENTS REQUIREMENTS

- Requirements for foreign students
 - CHED endorsement for transfer and shifting of course if applicable
 - NBI clearance (baccalaureate to post graduate)
 - Photocopy of BI school accreditation ID of the Registrar or school representative
 - National Intelligence Coordinating Agency (NICA) clearance
 - BI Clearance Certificate



FOREIGN STUDENTS REQUIREMENTS

- Once completed, the foreign student needs to submit the above documents to the Liaison Office as the school representative and Accredited by the BID to transact and process the Student Visa of the foreign student together with the payment of the pertinent fee at the BID



24/7 DEAN

- Prepares class schedule
- Interviews the student applicants
- Evaluates the subjects taken
- Course crediting
- Advises the courses to be enrolled
- Approves the Pre-enrollment Form



ENROLLMENT PROCEDURE

- ONE-STOP-SHOP enrollment area
 - Enrollment Officer of the Day
 - Department/College representative for Printing of Pre-Registration Form
 - Assessment
 - Cashier
 - Registrar



ENROLLMENT OFFICER OF THE DAY

- Management representative
 - Oversee the enrollment flow
 - Address the concerns of the students and parents
 - Guide the department or office representatives
 - Ensure friendly environment in the enrollment area
 - Prepare a daily report



TRAINED DEPARTMENT REPRESENTATIVE

- Request the opening of courses
- Enlistment per course
- Payment Plan
- Printing of Pre-Registration Form

“Department representatives should be accommodating and knowledgeable in proper scheduling”



ASSESSMENT OFFICE

- Final checking of accounts
- Validation of computation
- Approval of the school fees



CASHIER

- Payment of school fees



REGISTRAR

- Printing of Official Registration Form of students who are officially enrolled



PERSONALITY DISTINCTION

ADMISSION OFFICE

VS

REGISTRAR

