

ERP Module: Student Admission and Registration

Purpose

The Student Admission and Registration Management Module is aimed at automating and facilitating the admission process between a first student inquiry and successful admission. With this system, there is transparency, accuracy, and efficiency and less manual student workload and administrative workload.

Key Functions

- Controlling student requests and course data.
- Processing of application and verification of documents.
- Conducting eligibility checks and approvals.
- Payroll and scholarships.
- Communication and wait-listed applicants.
- Consolidation of registration and distribution of IDs.

Business Process Description

The workflow as illustrated on the draw.io swimlane diagram is as follows.

1. Student Lane

It starts with student inquiry handling, where prospective students seek programs or course information. They can apply by going to application form submission. Students might be required to re-do requests in case of any problem. After qualification and approval, students proceed to the module registration and then finish the process and distribution of ID cards.

2. Admission Office Lane

Documentary verification and collection starts with the admission office. If documents are valid, the procedure is carried on until eligibility checks. Unless the applicant is eligible, they are placed on a reject or waiting list. Data on eligible applicants are forwarded to the ERP system to continue review and approval.

3. University ERP System Lane

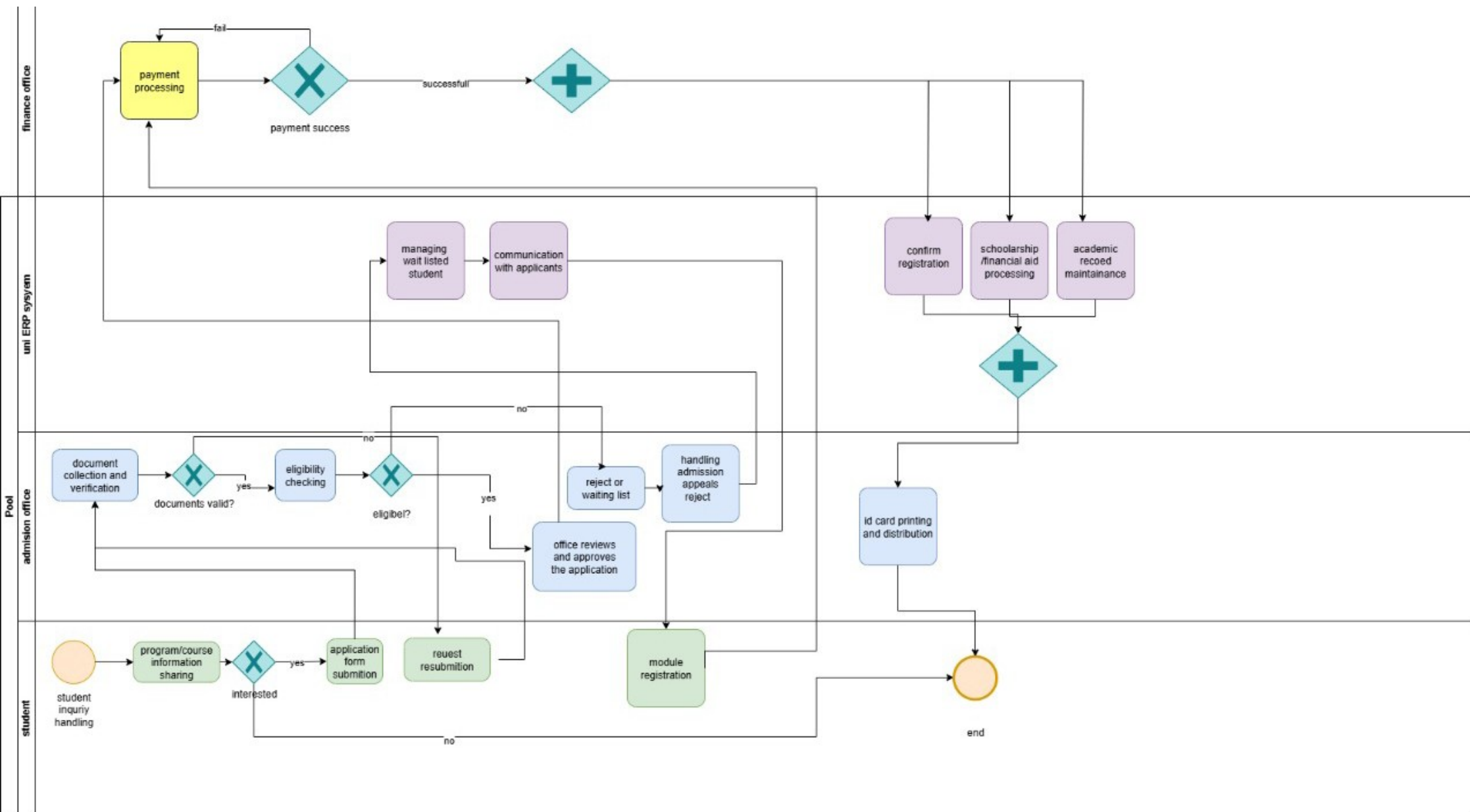
The ERP system handles the communications with applicants and wait-listed students. It manages admission approvals, scholarships or financial aid, and academic record maintenance. The system also helps to confirm registration and ensures all steps are accurately completed.

4. Finance Office Lane

Student payment and transaction validation is handled at the finance office. Once successful payment is registered, it is recorded in the ERP system and allows registration completion. Unsuccessful payments are sent back to correct and resubmit by the student.

Conclusion

This Student Admission and Registration Management process maintains an orderly, open, and effective multi-departmental workflow. The integration with the ERP system minimizes manual work, enhances interoffice communication, and enables a smooth student journey between inquiry and enrollment.



<https://drive.google.com/file/d/1jojHHW-aSiT166L3mCT77sbv16rCiYtq/view?usp=sharing>

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