



January 30, 2020

Good Day!

Card Industries is asking for your permission to allow us to replace the OSES module and COR Revision module with the **superadmin** interface that is capable of doing the following tasks:

- Account Management – handles giving module permissions to the administrator accounts
- School year and term (system-wide)
- Upload records to database via CSV file
- CRUD (Create, Update, Edit, Delete) of:
 - College
 - Department
 - Program
 - Specialization
 - Courses
 - Laboratory
 - Pre Requisite
 - Sections
 - Curriculum
 - Course Offering
 - Parallel Courses
 - Faculty List
 - Student List

The Online Course Petitioning System (OCPS) covers the petitioning process from creation to approval of the petition. These are the step by step process.

1. Student Course Flow Analysis – This module analyzes the students' progress according to the following factors:
 - Courses Offered
 - Courses passed
 - Courses failed/ Courses not yet taken
 - Existing course petitions

Using these factors, the module identifies:

- Suggested petitions
- Suggested petitions (existing in the system)
- if a petition form reaches the minimum required petitioners
- if a petition form reaches the maximum required petitioners
- if the petition form is under the minimum required petitioners and there are no other students who need or wish to petition the course.



2. Create petition – This requires the students to create a petition and select the course code from the suggested courses provided by the Student Course Flow Analysis Module. Creation of a petition automatically enlists the student as the first petitioner.
3. Signing petition – If a petition already exists and a student petitions for the same course the system will suggest the existing course petition and allow the student to sign. If the existing course petition has no more slots, then the system will proceed to create a brand new petition.
4. Withdraw petition – This allows the student to withdraw from the petition if and only if the petition is not yet approved.
5. Admin Interface – This displays all the petitions filtered by the administrators designated department. The administrator can do the following:
 - a. Approve Petition – The administrator will provide the schedule and faculty designation. The admin can only approve a petition if the petition has met the following requirements
 - Reached the required number of petitioners
 - Schedule is set
 - b. Decline Petition – The administrator is required to provide a response as to why the petition was declined. Examples are: no faculty available, minimum petitioner count is not met.
 - c. Set schedule – assign day/s start time/s and end time/s
6. On a special case that a course petition falls below the minimum required petitioners and the system detects that there are no more eligible petitioners left. The system will show the tentative computation of the additional fees if the students agree to enroll the course. The system will show a terms and conditions page and a prompt to accept or decline. Once the student accepts the terms and condition, the system will prevent the student from withdrawing from the petition. The administrator can only process the petition if and only if all the students listed in the petition has already submitted a response. The process also applies if the course petition falls below the minimum required petitioners but the system detects that there are eligible petitioners but still wish to pursue with the approval of the petition given the fact that the will be shouldering the necessary fees.

These are the modules to be replaced:

- COR Revision
- OSES



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