

PAMS: POSTGRADUATE MANAGEMENT SYSTEM USER MANUAL (ACADEMIC: STUDENT)

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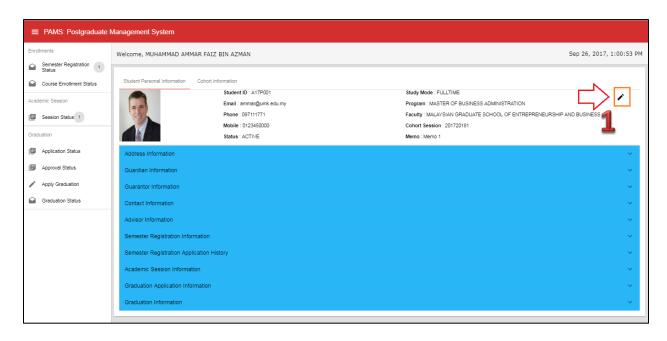
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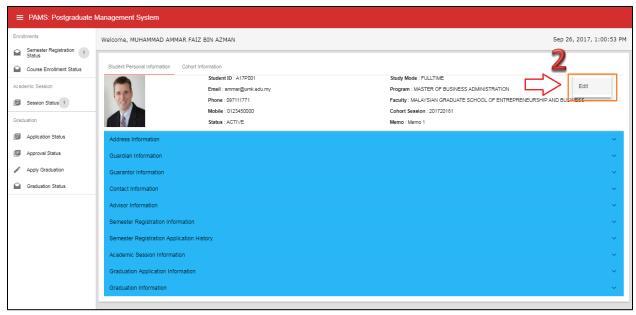
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1.1 Manage Student Information

1.1.1 Edit student information

Login as Student -> go to icon edit -> Edit -> Update



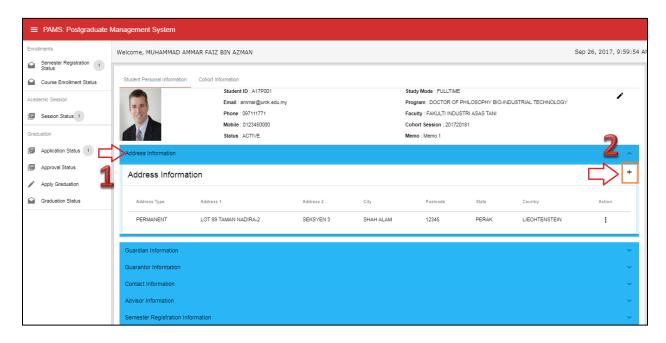




1.1.2 Manage Student Address

1.1.2.1 Add Student Address

Go to Address Information -> icon "+" -> Save





1.1.2.2 Update Student Address

Go to icon action -> Update -> Update







1.1.2.3 Delete Student Address

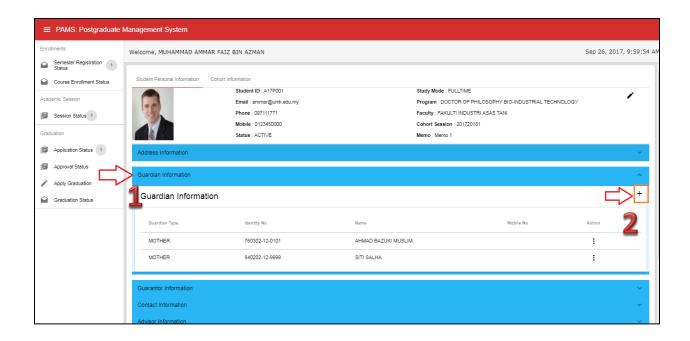
Go to icon action -> Delete



1.1.3 Manage Student Guardian

1.1.3.1 Add Student Guardian

Go to Guardian Information -> icon "+" -> Save

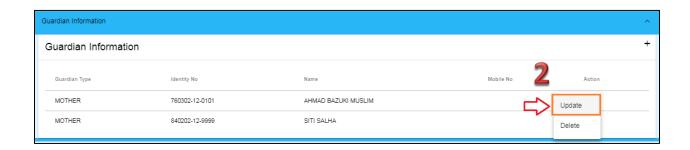




1.1.3.2 Update Student Guardian

Go to icon action -> Update -> Update







1.1.3.3 Delete Student Guardian

Go to icon action -> Delete

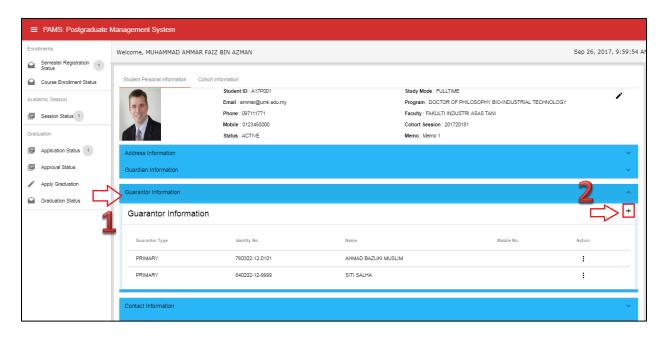




1.1.4 Manage Student Guarantor

1.1.4.1 Add Student Guarantor

Go to Guarantor Information ->icon "+" -> Save



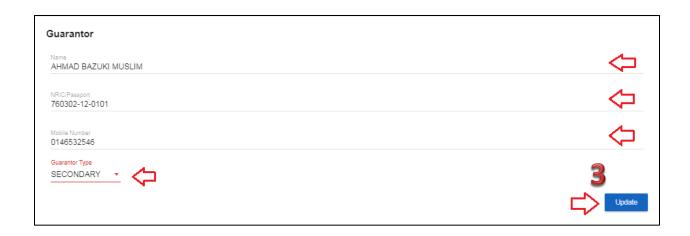


1.1.4.2 Update Student Guarantor

Go to icon action -> Update -> Update







1.1.4.3 Delete Student Guarantor

Go to icon action -> Delete

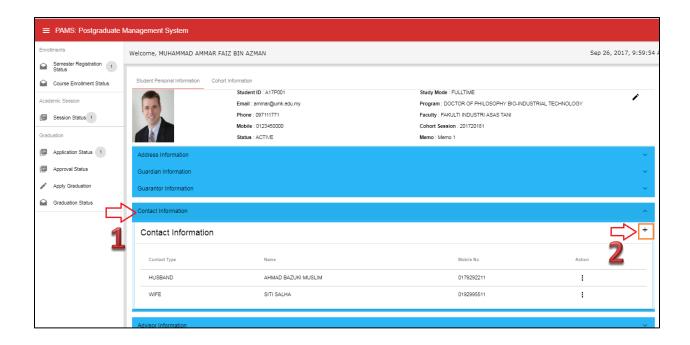




1.1.5 Manage Student Contact Information

1.1.5.1 Add Student Contact Information

Go to Contact Information -> icon "+" -> Save

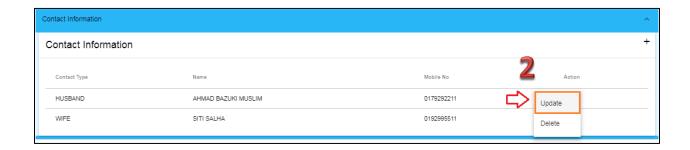




1.1.5.2 Update Student Contact Information

Go to icon action -> Update -> Update







1.1.5.3 Delete Student Contact Information

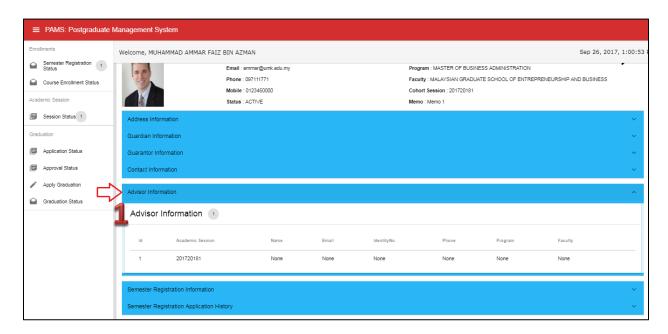
Go to icon action -> Delete





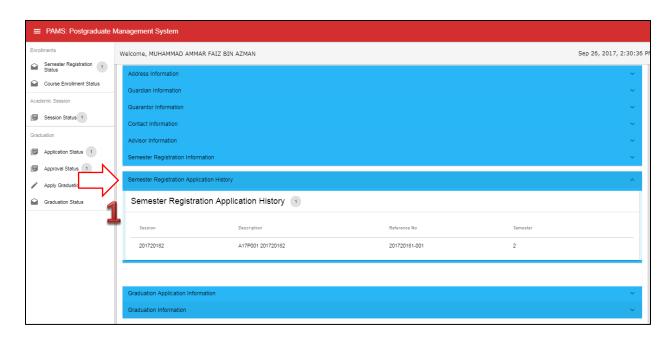
1.1.6 View Advisor Information

Go to Advisor Information



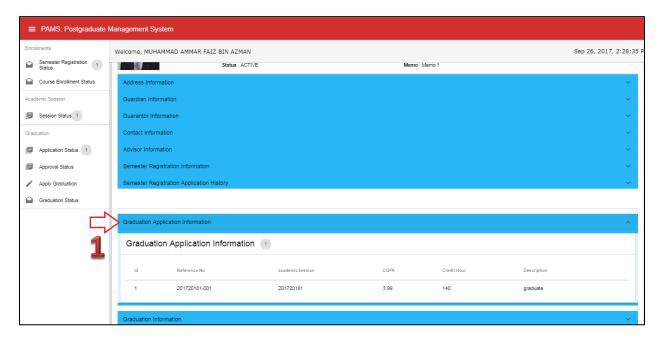
1.1.7 View Semester Registration Application History

Go to Semester Registration Application History



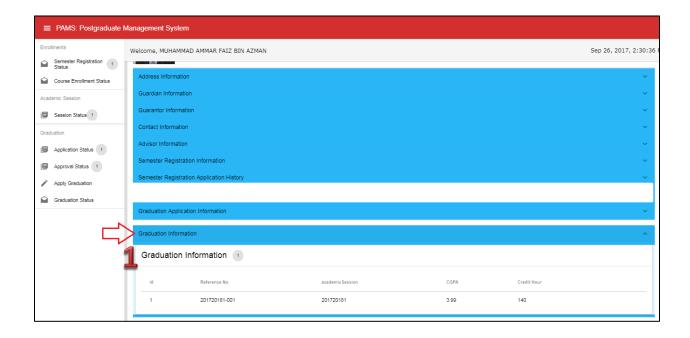
1.1.8 View Graduation Application Information

Go to Graduation Application information



1.1.9 View Graduation Information

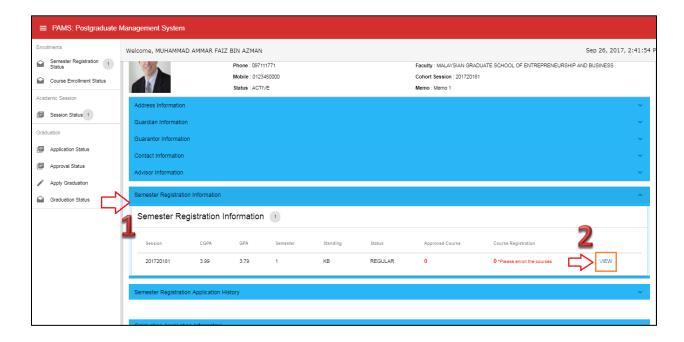
Go to Graduation information

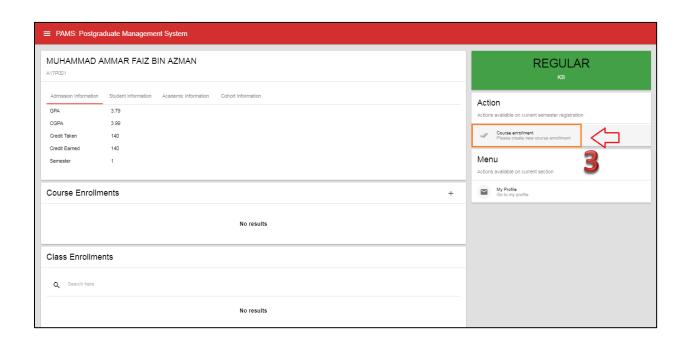


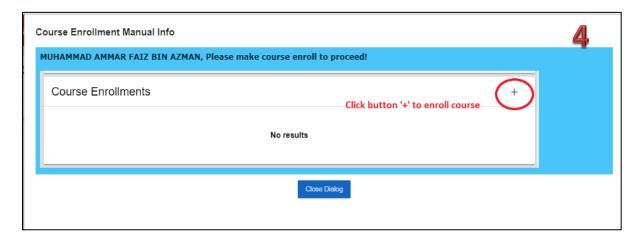
1.2 Mange Student Course Enrollment

1.2.1 View Student Course Enrollment Manual

Go to Semester Registration Information -> VIEW -> Course Enrollment





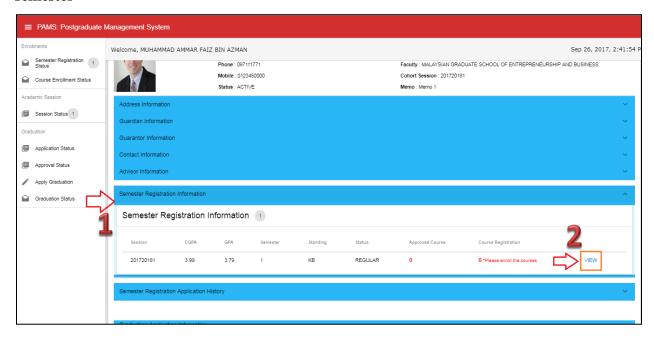


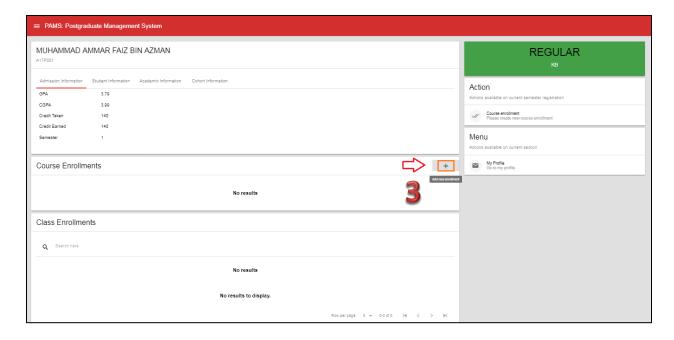
1.2.2 Step of Course Enrollment

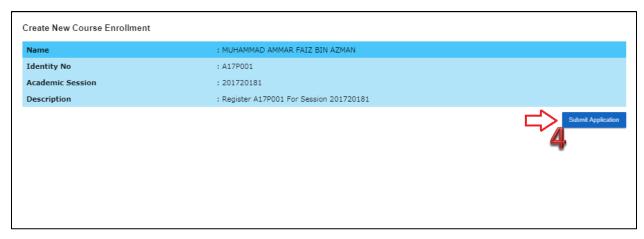
Go to Semester Registration information -> VIEW -> icon "+" -> Submit Application -> VIEW - > OK -> icon "+" -> Save -> Register this application -> OK -> OK

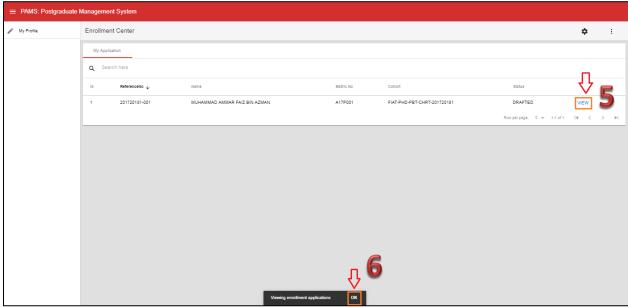
** Important note: Make sure student click "Register this application" so that the submission can be completed.

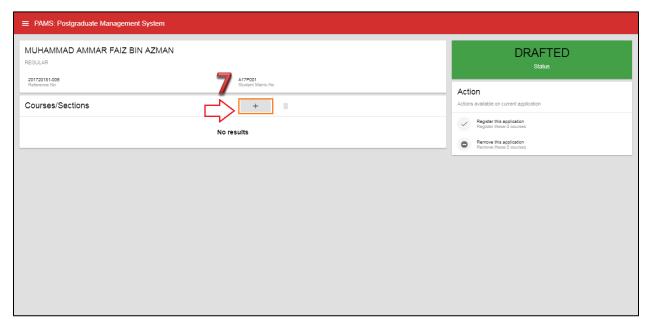
Note: Student must enroll course based on their curriculum taken in that particular semester

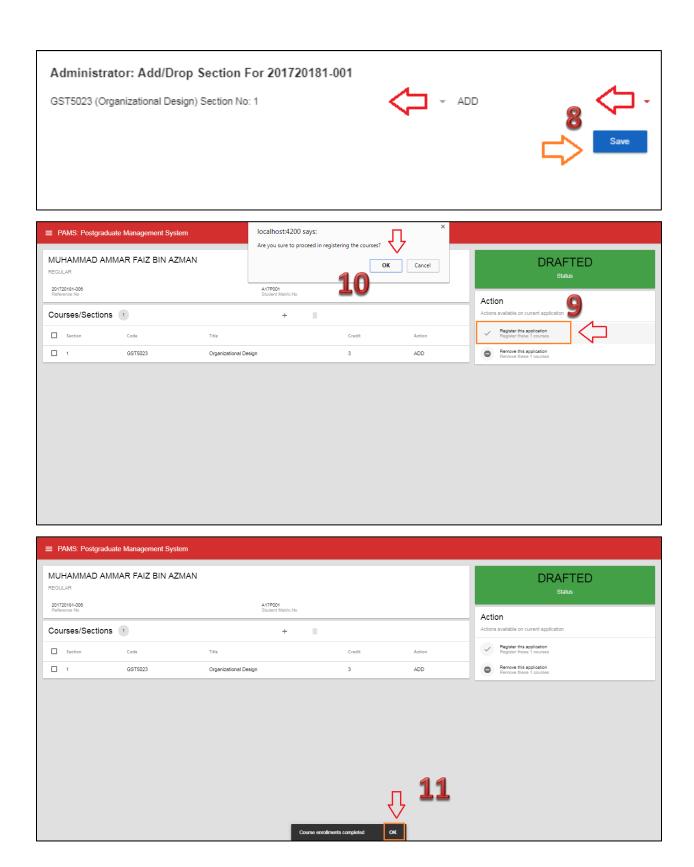




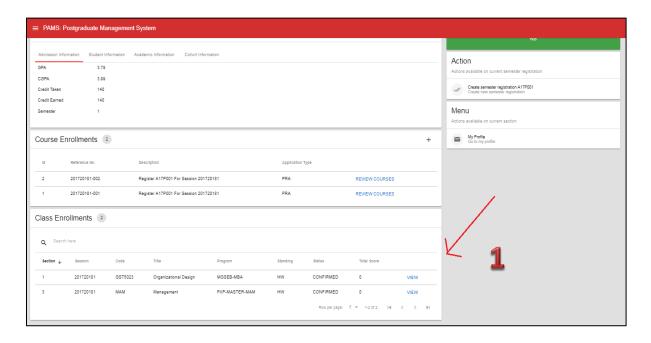






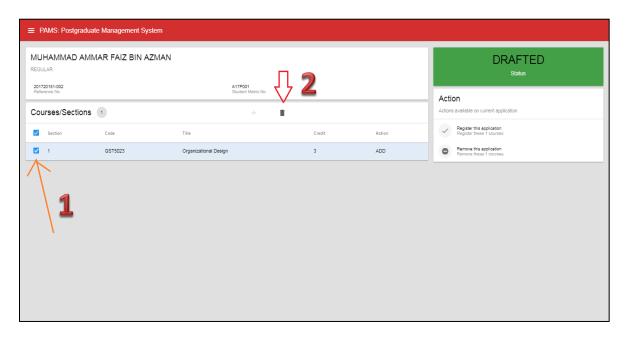


The result can be seen at : Semester Registration Information -> VIEW -> Class Enrollment



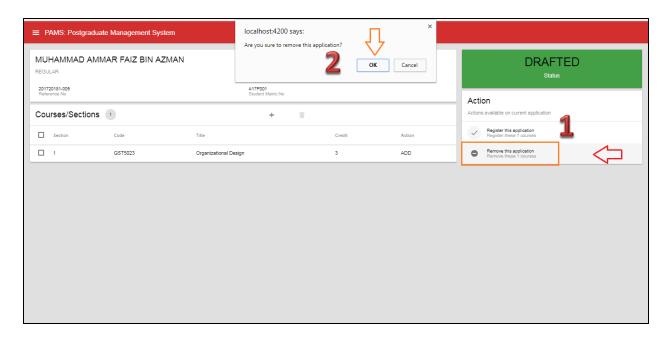
1.2.2.1 Delete Course

Go to checkbox -> icon bin



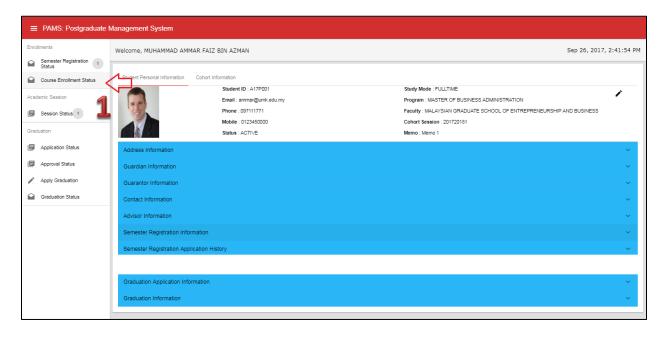
1.2.2.2 Remove Course Enrollment Application

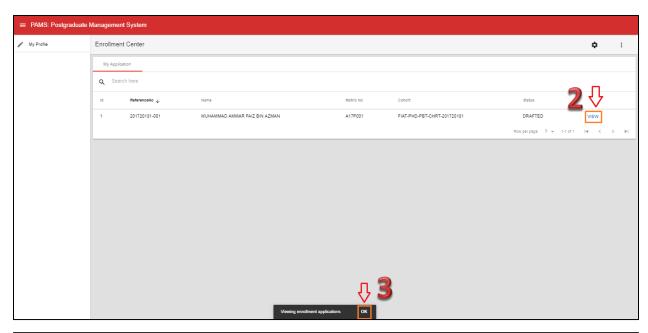
Go to Remove this application -> OK

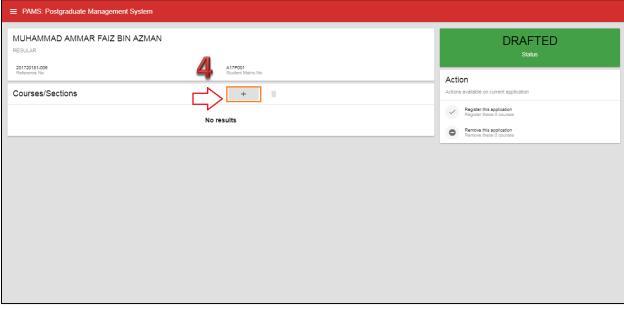


1.2.3 Student forgot to click "Register this application"

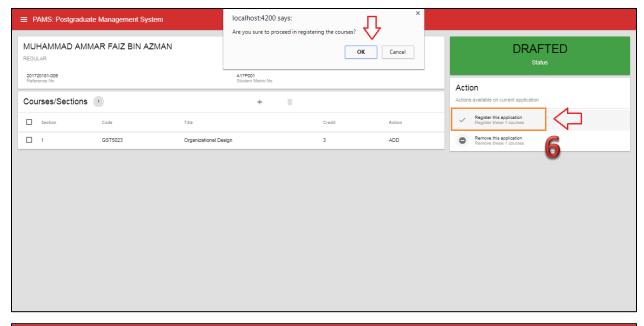
Go to Course Enrollment Status -> VIEW -> OK -> icon "+" -> Save -> Register this application -> OK -> OK

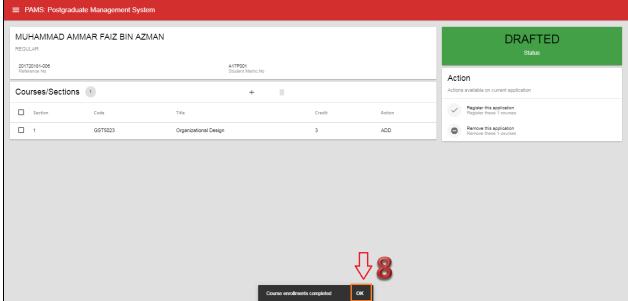








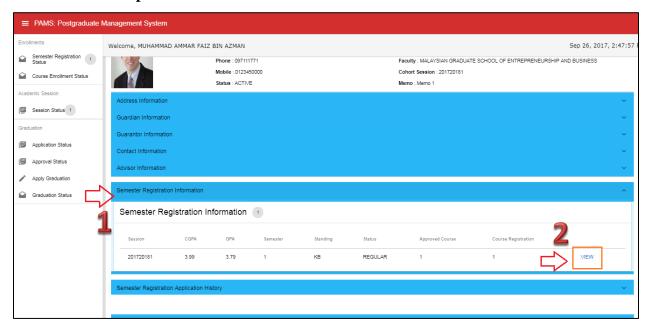


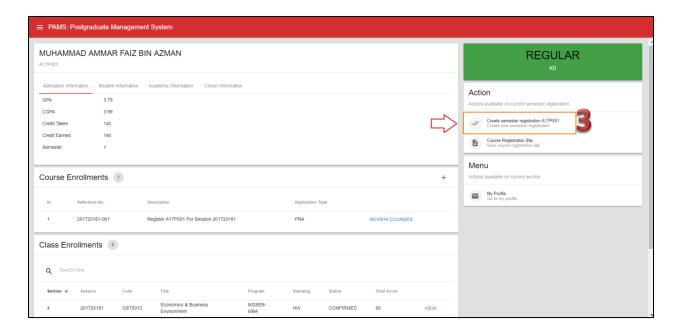


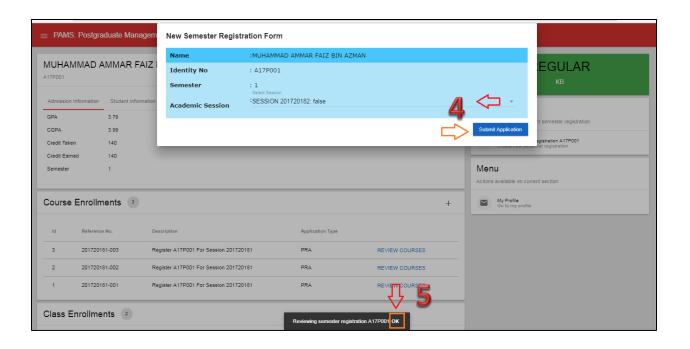
1.3 Student Registration Next Semester

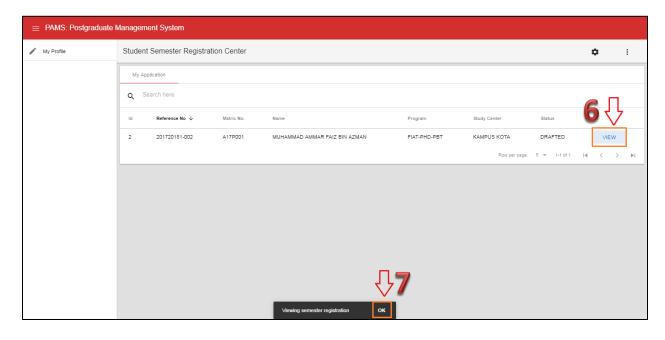
Semester Registration Information -> VIEW -> Create Semester Registration -> Submit Application -> OK -> VIEW -> OK -> Register My Application -> OK

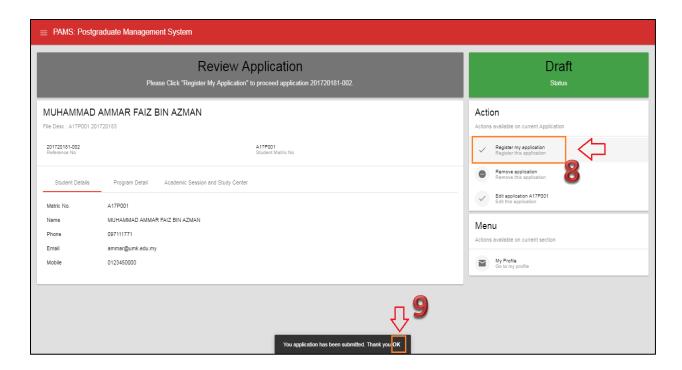
** Important note: Make sure student click "Register my application" so that the submission can be complete.





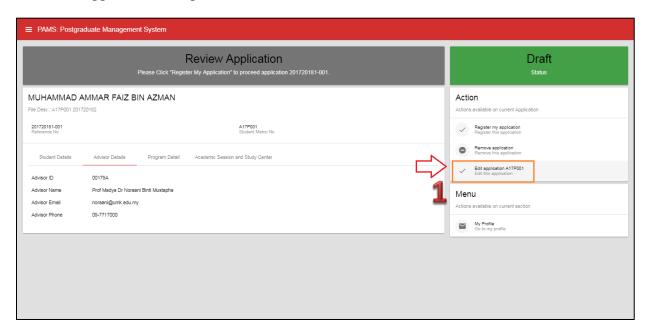






1.3.1 Edit Semester Registration Application

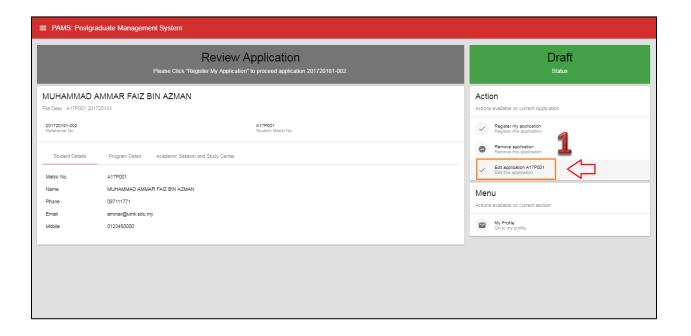
Go to Edit application -> Update





1.3.2 Edit Semester Registration Application (Supervisor Semester 3)

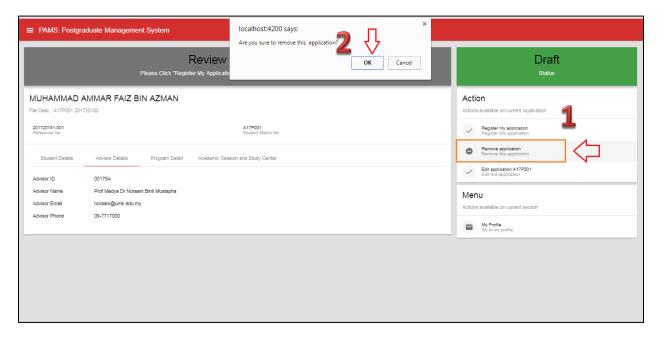
Go to Edit application -> Update





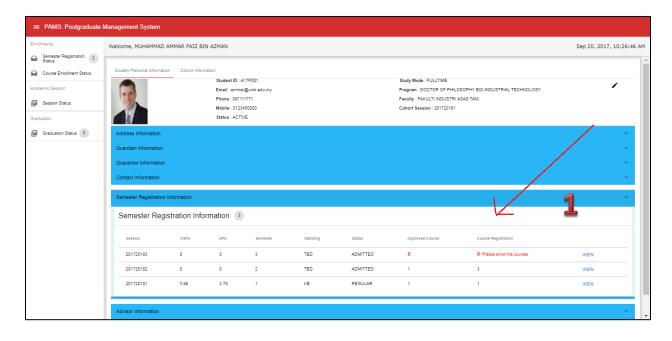
1.3.3 Remove Semester Registration Application

Go to Remove application -> OK



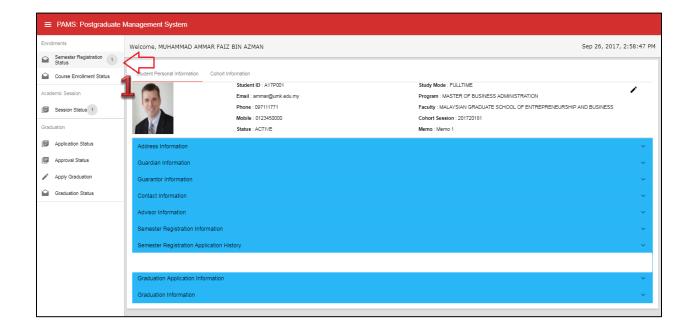
1.3.4 View approved registration application

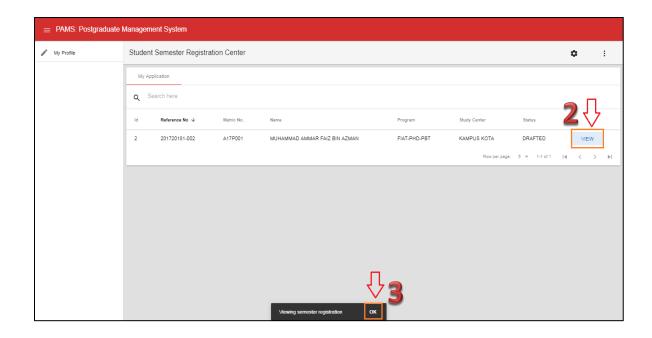
Login as student -> Semester Registration Information

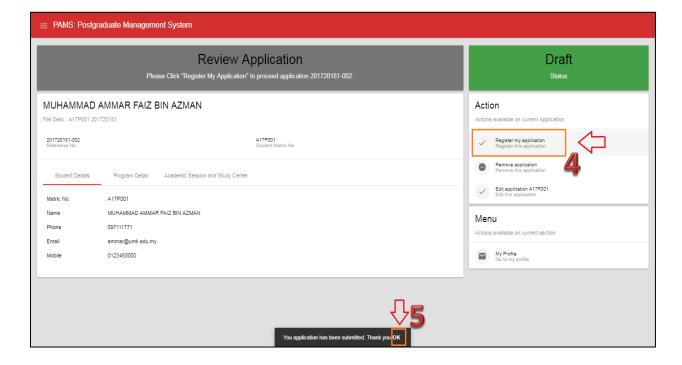


1.3.5 Student Forgot to Click "Register my application"

Go to Semester Registration Status -> VIEW -> OK -> Register my application -> OK



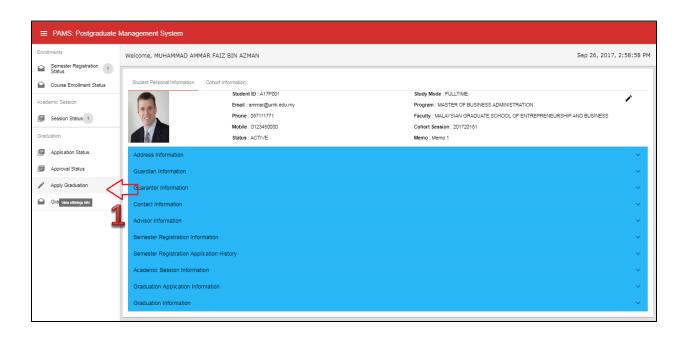


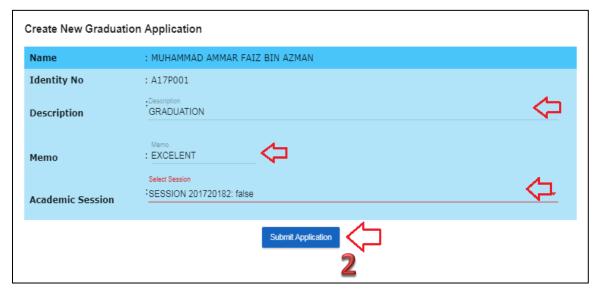


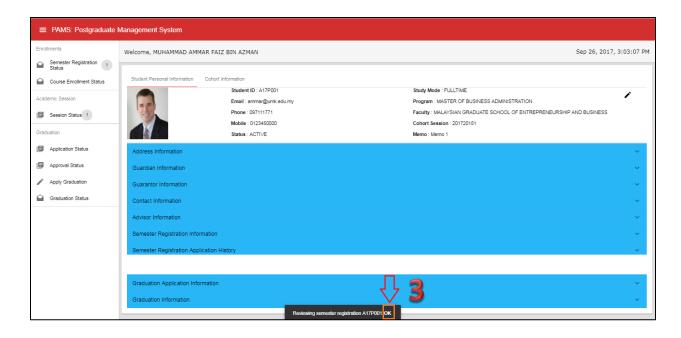
1.4 Apply Graduation

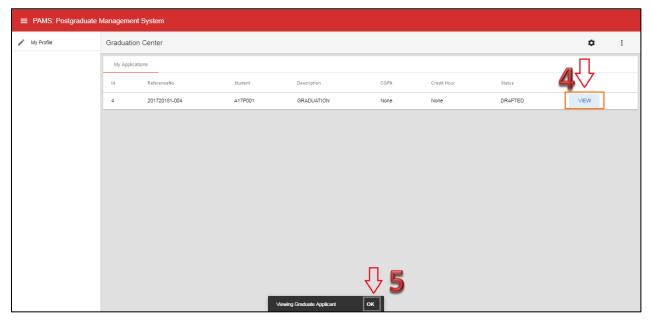
Go to Apply Graduation -> Submit Application -> OK -> VIEW -> OK -> Register -> OK

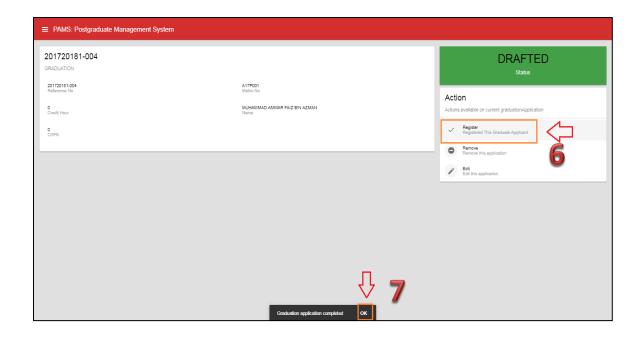
*NOTE: Graduation application can be apply based on in the range of start and end date.





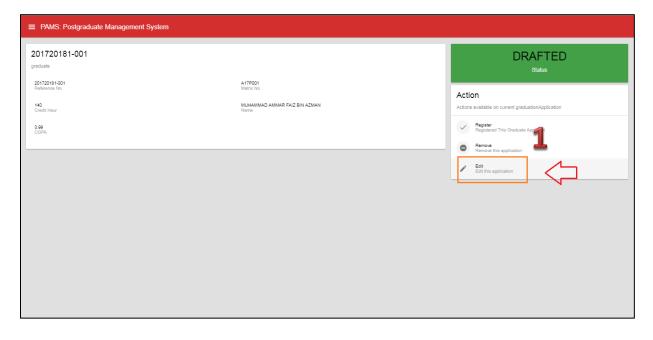






1.4.1 Edit Graduation Application

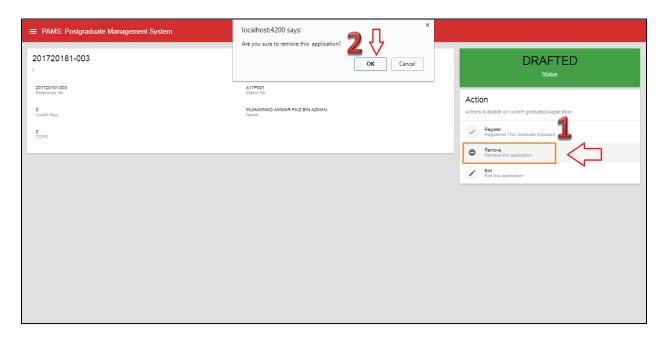
Go to Edit -> Update





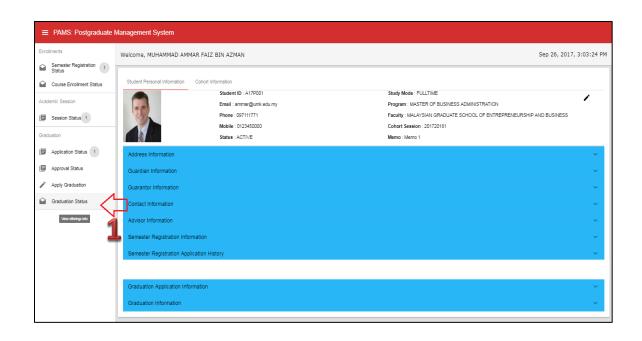
1.4.2 Remove Graduation Application

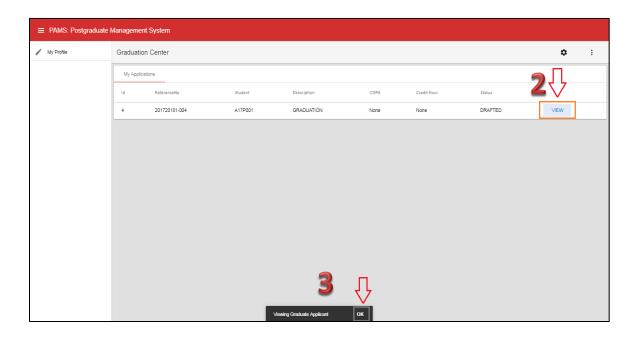
Go to Remove -> OK

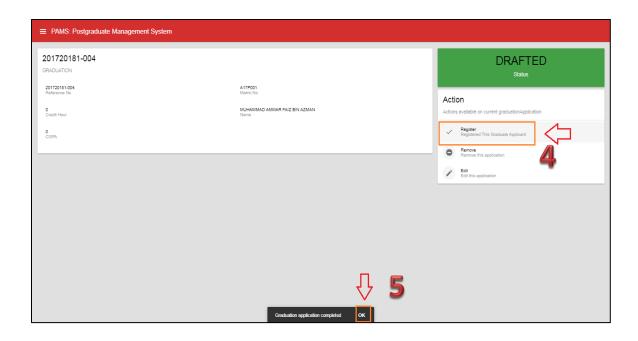


1.4.3 Student Forgot to Click "Register"

Go to Graduation Status -> VIEW -> OK -> Register -> OK

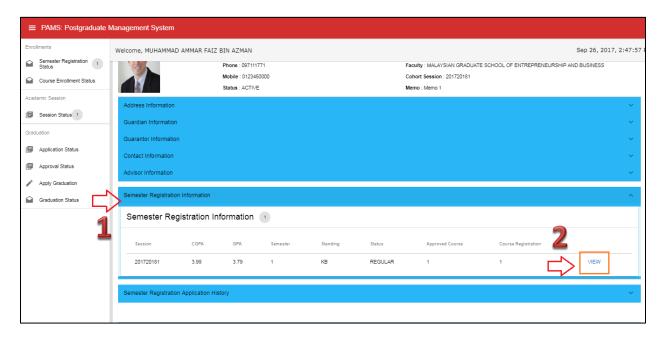


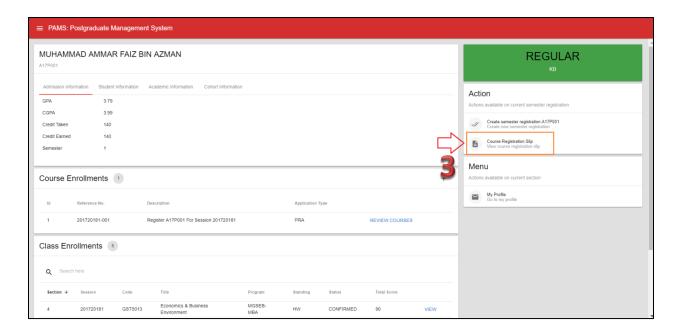


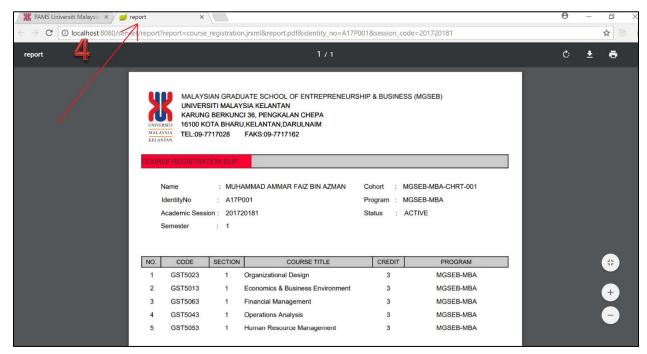


1.5 View Student Course Registration Slip

Go to Semester Registration Information -> VIEW -> Course Registration Slip







1.6 Print Examination Slip

Go to Session Status -> VIEW -> icon report -> open new tab

