



Mariano Marcos State University



City of Batac

**COLLEGE OF ENGINEERING**

**ENROLMENT/REGISTRATION  
FOR NEW ENROLEES**

**Step 1** Go to your college. Submit the following Entrance Credentials to the Registration Adviser who will issue your Form 5-A

- ☐ Medical Exam Result
- ☐ College Admission Slip

\*If qualified as Scholar/Grantee/MMSU Employee's Dependent, submit the supporting documents to the Representative of Scholarship in the College.

- ☐ Certification of Graduation as Valedictorian, Salutatorian or Honorable Mention
- ☐ Scholarship Award from Sponsoring Agency
- ☐ Others

**Step 2** Accomplish Form 5-A and fill out the Personal Data Sheet (PDS) at the back of this form.

**Step 3** Arrange your Class Schedule with the Registration Adviser. Fill out the Class Schedule correctly and completely.

**Step 4** Have this form approved/ signed by the Registration Adviser, then write your name in the Course Control Sheet for each subjects enrolled.

**Step 5** Register for NSTP at FEM Hall (Formerly Administration Building). Fill out separate NSTP Enrolment Form.

**Step 6** At FEM Hall (Formerly Administration Building), fall in line and wait your turn to enter the Registration/Assessment Section. Present this form to the Computer Encoder.

**Step 7** Wait for the print out of your Schedule and Assessed Fees from the Registration/Assessment Section.

**Step 8** Pay your fees at the Cashier's Office and be sure to get your Official Receipt. Important: You are not Officially Enrolled if you do not pay your fees.

**Step 9** Go to the Validation Section to secure Class cards. Present Official Receipt and all Accomplished Forms for validation of Form 5 and Class cards. Keep student's copy of Form 5.

Note: Please keep your Form 5. There will be no reissuance of the form.

**YOU ARE NOW OFFICIALLY ENROLLED!**



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City of Batac  
**COLLEGE OF ENGINEERING**



**FOR OLD/RETURNING Student**

**Step 1** Go to your College. Present school ID, Form 5 of the last semester attended, graded class cards and duly accomplished clearance to the Registration adviser who will issue your Form5A. Accomplished Form5A and fill out the Personal Data Sheet (PDS) at the back of this form.

**Step 2** The Registration adviser will determine your academic standing \*\* based on your complete graded class cards and Form 5 of the previous semester. Adding/ dropping/ changing forms should be prevented when applicable.

\_\_\_Regular \_\_\_Warning \_\_\_Probation \_\_\_Dismissal

\*If qualified as Scholar/Grantee/MMSU Employee's Dependent, submit the supporting documents to the Representative of Scholarship in the College

**Step 3** Based on your scholastic standing, the Registration Adviser prescribes the subjects and the number of units you will enroll. It is a must that the Registration Adviser affix his/her initials in his/her "printed" name.

**Step 4** Go to the College of Arts and Sciences for Enrollment in general education and foundation courses handled by CAS faculty. Write your name in the course control sheet for each subject enrolled. Request the faculty in-charge of the control sheet to sign in the column "Signature of GE Faculty" opposite each GE subject enrolled and to indicate your number in the control sheet in the column intended for it.

**Step 5** Go back to your college and enroll in your major courses on subjects handled by your college. Write your name in the course control sheet for each subjects enrolled.

**Step 6** Fill out the Schedule of Classes correctly and completely. Have this form approved/signed by the Registration Adviser.\*Please do not sign without the signature of the GE Faculty

**Step 7** Register for NSTP at the FEM Hall (formerly Administration Building) if you have not completed 6 units. Fill out separate NSTP enrollment forms.

**Step 8** Fall in line and wait for your turn to enter the Registration/ Assessment Section for the assessment of your fees.

**Step 9** Wait for the computer print-out of your Form 5 and Assessed Fees.

**Step 10** Pay your fees at the Cashier's Office and be sure to get your Official Receipt.

Important: You are not officially enrolled if you do not pay your fees

**Step 11** Go to the Validation Section to secure the class cards. Present Official Receipt and all accomplished forms for validation of Form 5 and class cards. Keep Student's Copy of Form 5.

\*NOTE: Please keep your Form 5. There will be no re-issuance of the form.

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**RESIDENCE REQUIREMENT AND  
MAXIMUM RESIDENCE RULE (MRR)**

1. A student is in residence when he/she is registered for course or thesis work on the campus or works in absentia, with prior approval by his/her adviser and the members of his/her guidance committee, whenever applicable.
2. Student pursuing four-year degree programs are allowed not more than five academic years from the start of undergraduate work. Those pursuing five-year programs shall be allowed not more than six academic years from the start of undergraduate work. The maximum residence rule (MRR) allowed to complete a degree includes the period when the student is on LOA. In general, a student who exceeds the MRR may be given an extension of only one semester if he is going to graduate in that semester. No further extension will be given.
3. The student is advised to transfer to another university if he/she exceeded the MRR.

**RELEASE OF SCHOOL CREDENTIALS**

1. Appropriate application forms and clearances are required in the release of school credentials.
2. Transfer credentials such as Honorable Dismissal are released immediately to students who have accomplished the necessary clearances. Release of a transfer credential is considered a formal separation from the university and readmission to the university.
3. The diploma is distributed during the commencement exercises while the other school credentials of students may be secured from while the University Registrar's Office upon submission of the clearance.



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**ACADEMIC LOAD AND CREDIT**

1. One unit of credit shall be at least 18 hours of instruction per semester in the form of lecture discussion, seminar, tutorial, a combination of these forms, or equivalent laboratory field laboratory work.
2. The normal load during the semester shall be as prescribed in the curriculum.
3. Only graduating students shall be allowed to carry an overload of six (6) units during their last semester. The maximum load should not exceed 28 units.

**PROGRAM CHANGES**

1. A Student may shift/transfer to another program in the same or another college/unit, provided that:
  - 1.1 He satisfies the entrance requirements for the program and a Grade Point Average (GPA) of at least 2.50.
  - 1.2 He is not under dismissal status due to scholastic delinquency.
  - 1.3 His request for transfer, using the prescribed form, is approved by the program adviser, department chairman, deans of both colleges, and the University Registrar.
  - 1.4 Only one shift in program is allowed.
2. Before a student can shift, he has to accomplish the following:
  - University clearance for the release of his/her Transcript of Records (TOR) and Honorable Dismissal (HD), and
  - Parent's consent addressed to the University Registrar.
3. Forms for shifting and transferring may be secured from the University Registrar's/Dean's Office of the Student's College.



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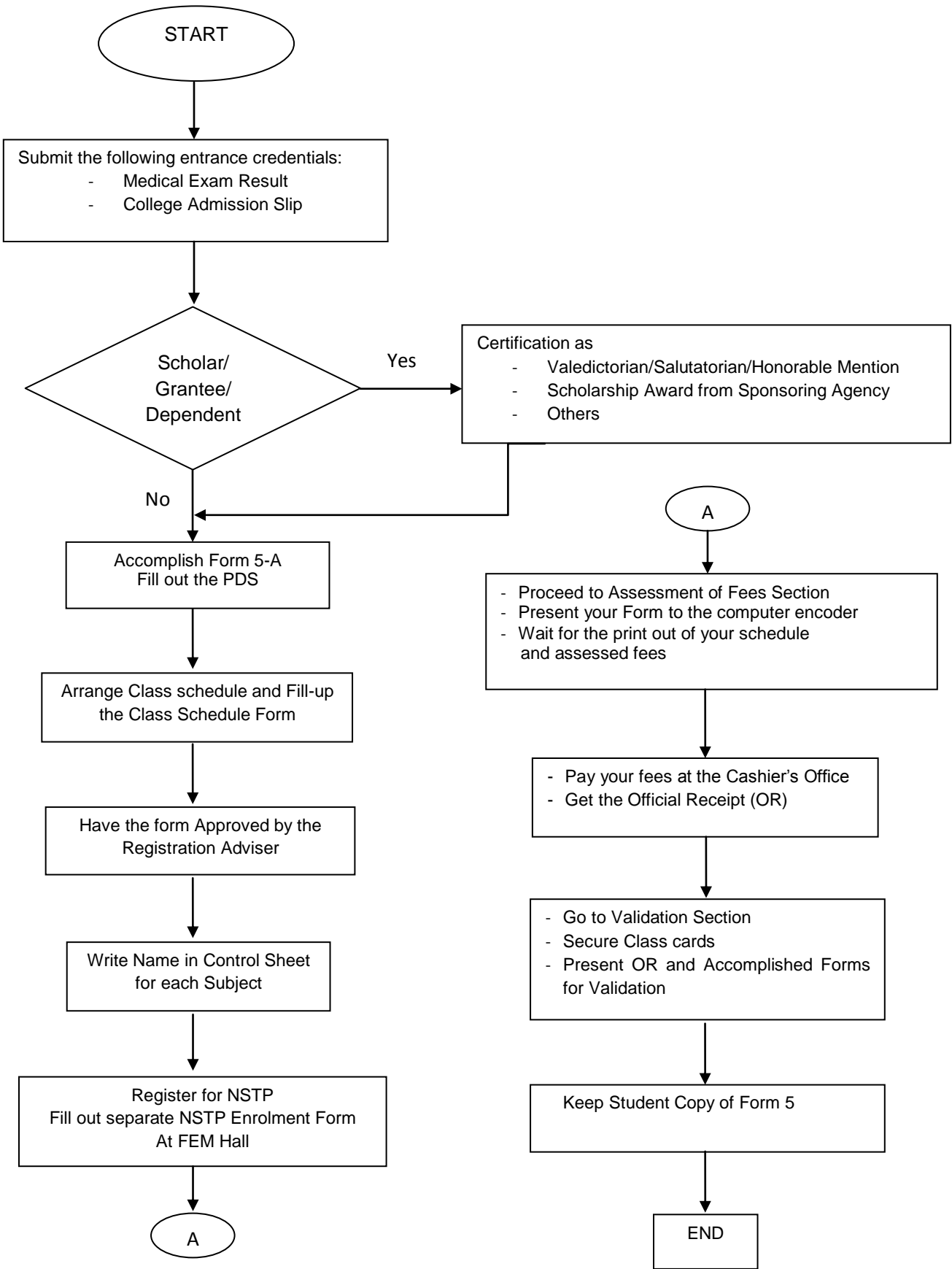


**LEAVE OF ABSENCE**

1. A leave of absence (LOA) in non –enrollment of a student in the University for one semester subject to renewal. Prolonged leave of absence should be requested in writing to the Dean of the College where a student is enrolled. Any student requesting for an LOA should state the reason for which it is desired.
2. The dean or his/her duly authorized representatives shall inform the University Registrar and the parents/guardians of every student granted an LOA, indicating the reasons given by the student. A student given a LOA shall not be refundable for any payments he/she had made.
3. For LOAs availed of during the second half of the term, the faculty concerned shall indicate the class standing of the student (passing or failing) at the time of the application of the leave. No application for LOA shall be approved without the student's class standing being indicated by the professors/instructors concerned. However, these shall not be entered in the Official Report of Grades. The LOA is included in the determination of the student's MRR.
4. If a student withdraws after three-fourths of the total number of hours prescribed for the course had already elapsed, professors/instructors concerned. However, these shall not be entered in the Official Report of Grades. The LOA is included in the determination of the student's MRR.
5. No LOA shall be granted within two weeks before the last day of classes. If the inability of the student to continue his classes is for reason of health or similar justifiable cause, his absence during the period shall be required to apply for excuse for this absence and present the excuse slip to the professor/instructor concerned.
6. A student who withdraws from his/her college without an official LOA shall his/her registration privileges curtailed or entirely withdrawn.
7. MMSU Form 10 (LOA form) is available at the University Registrar's Office. Students enrolled in Paoay, Laoag, Dingras, or Currimao may secure their LOA forms from their respective College Registrar. The student should write a letter of intent addressed o the College Dean at least a month before the LOA lapses so that a slot will be reserved for him/ her.
8. Upon return to the University, the following document should be presented to the College Secretary:
  - Accomplished college clearance;
  - Certification of no pending case from the Director of Student Services Development (SSD); and
  - Medical certificate from the MMSU Health Service/Physician

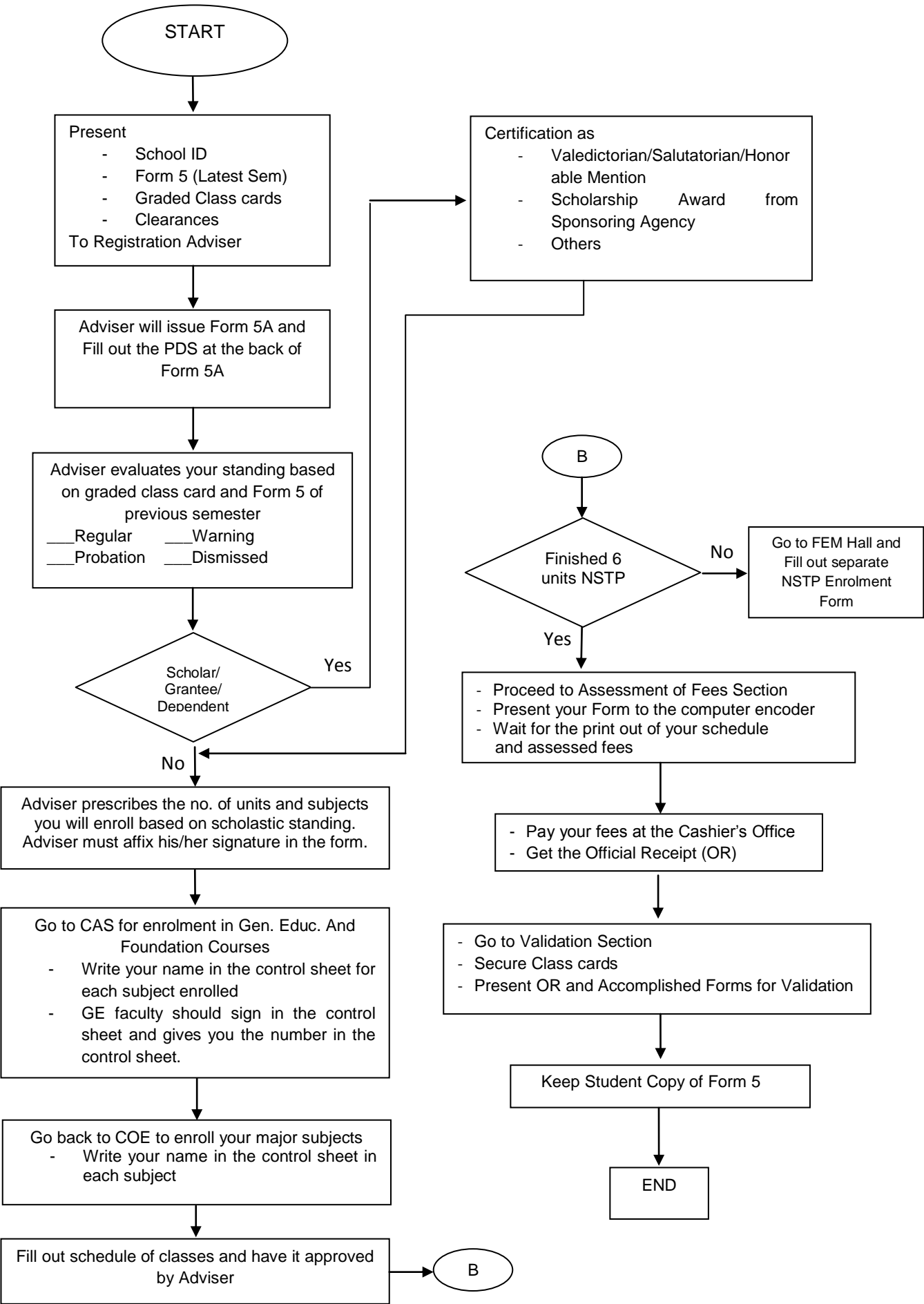


ENROLMENT FOR NEW ENROLEES  
FLOW-CHART





ENROLMENT FOR OLD STUDENTS  
FLOW-CHART







## **Citizen's Charter**



### **Alumni Relations Office**

**Vision:** The Office of the Alumni Relations is envisioned to provide sustainable and lifelong collaboration and active partnership between alumni and MMSU that is supportive to the university's thrusts and strategic goals.

**Mission:** The Alumni Relations office exists to enhance and strengthen professional and social networking between the university and its alumni and its associates.

**Service Title:** Signing of Alumni Clearance, Application for Alumni ID and Issuance of Alumni ID

**Service Coverage:** MMSU Alumni

**Service Schedule:** Monday to Friday; 8-12 and 1-5



## Signing of Alumni Clearance



Step	Applicant/Client	Administration/Office Activity	Duration of Activity	Person In-charge
<b>1</b> (Note: can be done anywhere as long as there is an access to internet)	Accomplishes the following requirements before ARO pre-evaluates:			
	a. Registers to the Alumni Site: <b><a href="http://alumni.mmsu.edu.ph">http://alumni.mmsu.edu.ph</a></b>			
	b. Downloads ID application form from the alumni site			
	c. Accomplishes the ID application form and attach 2 x 2 ID picture with white background			
2	Pays membership and ID fee at the University Cashier's Office  <i>Note: subject to the choice of the applicant</i>  Regular Membership = Php 350.00 Lifetime Membership = Php 1,150.00	Receives payment and issues receipt	2 min	Cashier
3	Presents clearance to the College Alumni Coordinator	Evaluates if client accomplished the requirements, Affixes signature and Instruct client to proceed to the University Alumni Relations Office (FEM Hall)	5 min	College Alumni Coordinator
4	Presents the ff: to the office: <ul style="list-style-type: none"> <li>a. clearance countersigned by the College Alumni Coordinator</li> <li>b. duly accomplished ID application form with 2 x 2 ID picture with white background)</li> <li>c. original official receipt</li> </ul>	Pre-evaluation and verification of the following: <ul style="list-style-type: none"> <li>* registration and entries to the alumni directory</li> <li>*clearance if countersigned by college coordinator</li> <li>*accomplished ID application form</li> </ul>	5 min  Note: verification is subject to the availability of internet connection	Support staff

5	affixes signature to the Logbook	<p>records the personal info of the client to the Alumni Logbook</p> <p>issues ID Card claim slip and informs applicant that a text message will be sent for the schedule of ID issuance.</p> <p>Presents files and documents to the Chief for Final Evaluation</p>		
6	Waits for final evaluation	Evaluates documents and Affixes signature	2 min/clearance	Chief
7	Receives duly signed clearance			



## Application for Alumni ID Card



Step	Applicant/Client	Administration/Office Activity	Duration of Activity	Person In-charge
1	Download the form from <a href="http://alumni.mmsu.edu.ph">http://alumni.mmsu.edu.ph</a>			
2	Accomplishes the form with 2 x 2 ID picture with white background			
3	Presents the accomplished form	<p>Evaluates the form and advises client to pay ID fee at the Cashier's Office. Fees are based on the ff:</p> <p>Regular Membership = Php 350.00 Lifetime Membership = Php 1,150.00</p> <p><i>Note: subject to the choice of the applicant</i></p>	2 min	Support staff
4	Pays ID fee	Receives payment and issues official receipt	<i>Depends on the time duration of the Cashier office service</i>	Cashier Office
5	Presents Official Receipt to the ARO	Evaluates and verifies official receipt and records OR # in the Logbook	1 min	Support staff
		Presents accomplished form and official receipt to the Chief	1 min	Support staff
		Evaluates documents and affixes signature to the application form	1 min	Chief
		Issues ID claim slip and informs applicant that a text message will be sent for the schedule of ID issuance.	1 min	Support staff
6	Receives ID claim slip			



## Issuance of Alumni ID and Discount Card



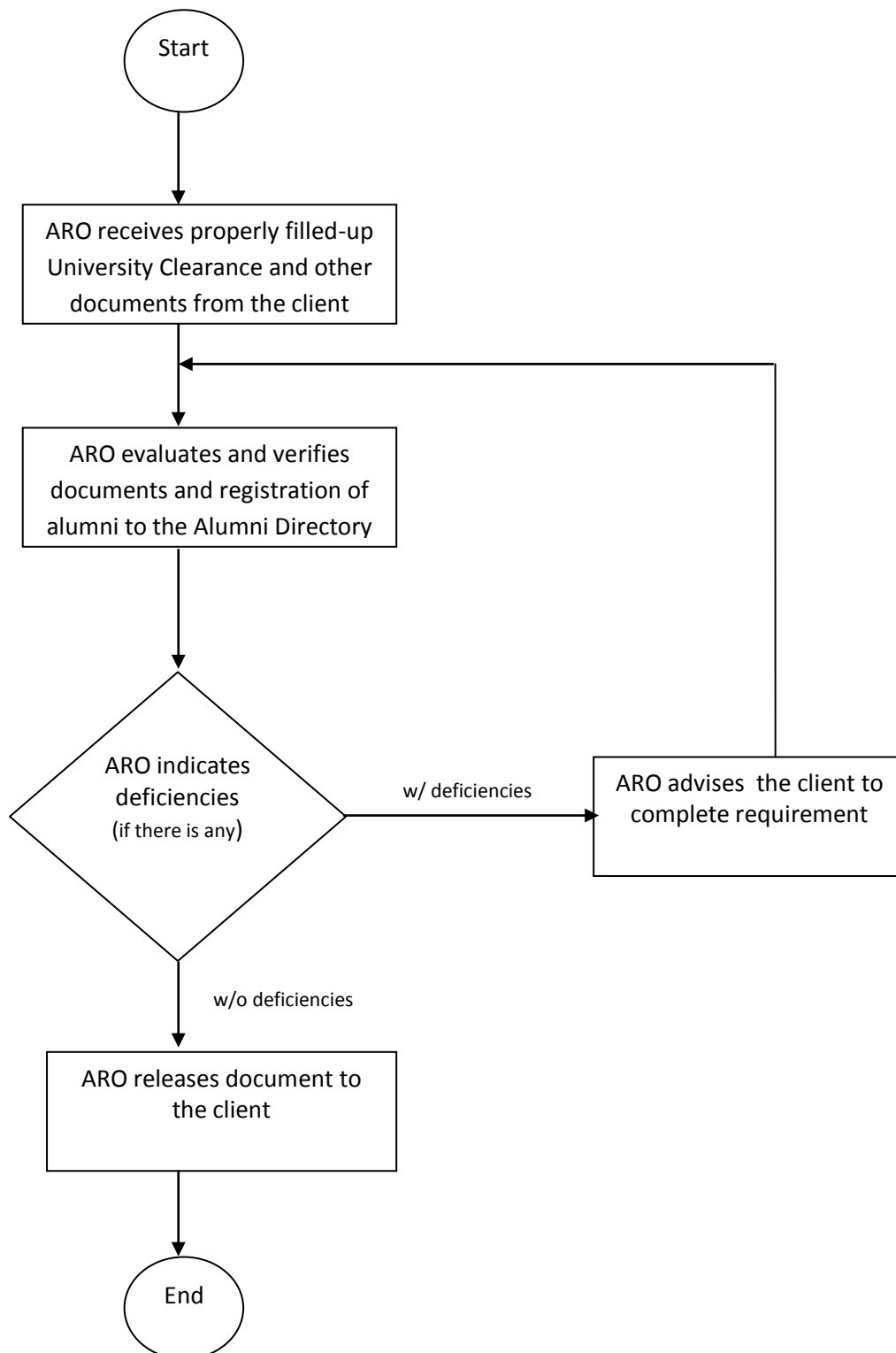
Step	Applicant/Client	Administration/Office Activity	Duration of Activity	Person In-charge
1	Edits first his/her profile and answers the Graduate Tracer Survey at <a href="http://alumni.mmsu.edu.ph">http://alumni.mmsu.edu.ph</a>  <i>Note: this must be done before coming to the office</i>			
2	Presents the ID claim slip	Checks the profile of the applicant	2 min  <i>Note: subject to the availability of internet connection</i>	Support staff and Chief
3	Affixes signature to the receiving logbook	Issues ID and Discount card with flyer	1 min	Support staff and Chief
4	Receives ID and discount card with flyer			



## Signing of Alumni Clearance

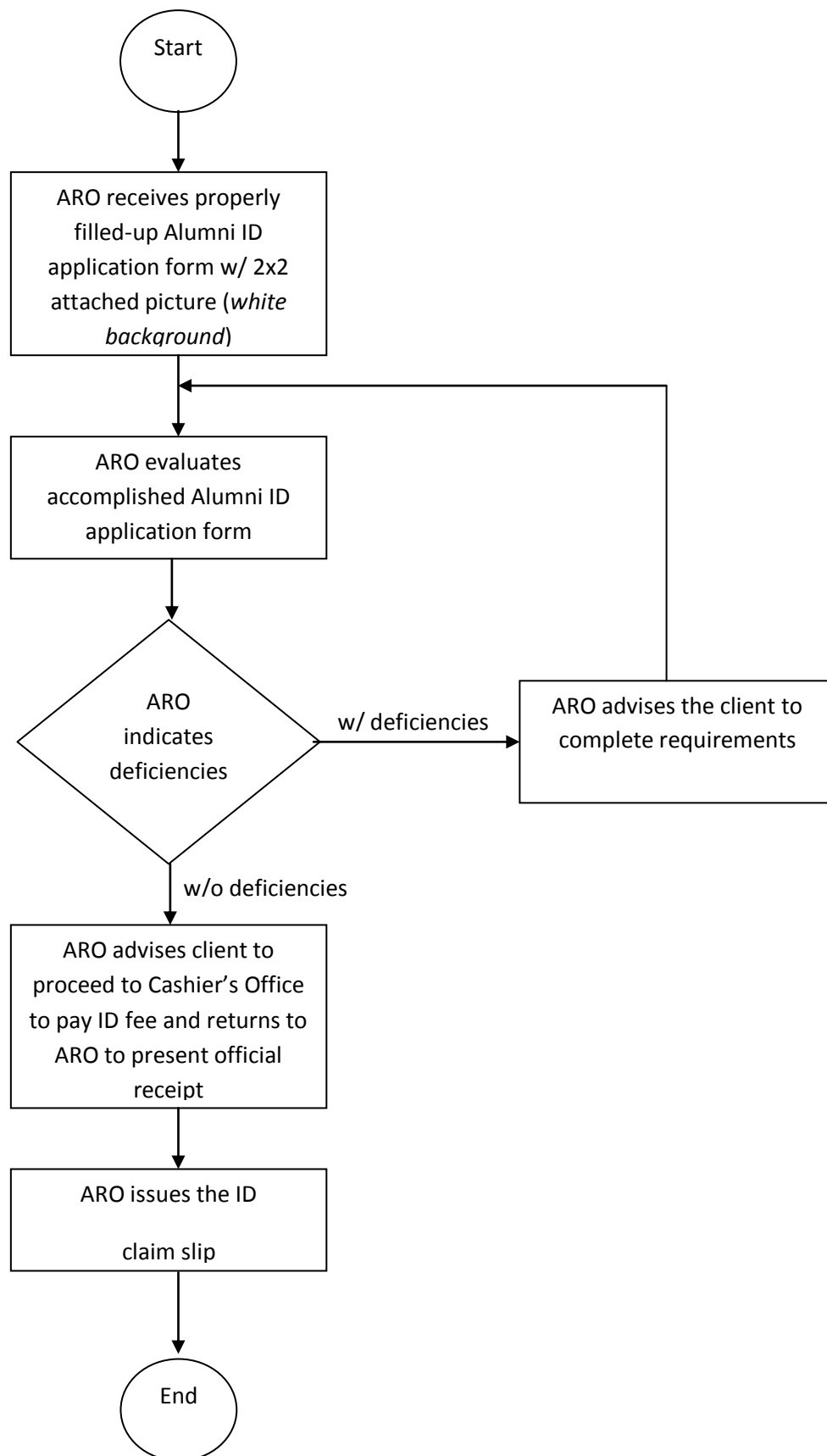


### FLOWCHART





## Application for Alumni ID Card





## Issuance of Alumni ID and Discount Card

