

Cebu Institute of Technology - University

College of Computer Studies

Information Technology Department

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| **Proposal Sheet** | |
| **Title of Project: STEPS (Student, Transferee Enrollment Processing System)** | **Date Submitted: 07/06/2017** |
| **Name of Proponents :**  **Sy, Lauren Brian L. 09228813555 (Team Leader)**  **Segarra, Rian Christopher 09397524195**  **Mernilo, Ronnelo A. 09326077461** | |
| **Brief Description of the Project:**  There is no doubt that the enrollment day is the busiest day for both students and offices. In 2016, CIT-University generated more than 300 transferee students combined on every college. The main problems of transferee students along the processing of their Transferee papers is, they don’t know where to go, what to do, and what to bring. So it is common for transferee students to be passed from one office to another without knowledge. Aside from that problem, transferee students are also filled with paperwork and forms to fill. **STEPS** is a web portal that helps and guide transferee students along the processing of their transferee papers. This system will also serve as a web portal for offices to keep track on the transferee student’s enrollment status. Once the transferee student is officially enrolled, STEPS will also serve as a school newsfeed or what’s up and will also provide a school event calendar for the new students to be aware of. The goal of STEPS is to make the enrollment of transferees smooth and for the offices to keep track of the status of transferee students during the process. This will benefit both students and offices and CIT-University in general.  Features:   * Student Monitoring (For offices to keep track on transferee student’s status) * Enrollment Guidance (This feature will guide transferee students along the process) * Web Portal (Web portal for both students and offices) * Newsfeed and Event Calendar * Create, Retrieve, Update and Delete for all users (Student, School Admin, tickets) | |
| **APPROVED BY:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Panel Member Panel Member Chair**  P | |