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| Use Case Name: | Inquire services |
| Scenario: | Inquiry of services offered by Loyola Student Center |
| Triggering Event: | Enrollee inquire services offered by Loyola Student Center through the institution’s website |
| Brief Description: | When enrollee inquire the services of Loyola Student Center, he/she will know the details of services the institution offers |
| Actors: | Enrollee |
| Related Use Cases: | Includes: None |
| Stakeholders: | Enrollee: Accessing website |
| Preconditions: | Enrollee must have access to the internet.  Website of Loyola Student Center must exist. |
| Post conditions: | Information from the website must resolve all of the enrollee’s inquiry. |
| Flow of Activities: | |  |  | | --- | --- | | Actor | System | | 1. Enrollee accesses the website. 2. Enrollee clicks the Review tab to view the list of services offered 3. Enrollee clicks the “read more” button at the bottom part of the review class to know more about the service. | * 1. Enrollee may know more about the services by clicking the “read more” button, image or title of the service.   2. Site loads up the information of service | |  |  | |
| Exception Conditions: | 1.1 Enrollee will not be able to access the website if his/her end-device is not connected to the internet. |

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| Use Case Name: | Create reservation for a review class |
| Scenario: | Reservation of slot for a review class |
| Triggering Event: | Enrollee wants to reserve an available slot. |
| Brief Description: | When enrollee reserves an available slot for his/her desired review class offered by Loyola Student Center, he/she could secure a slot. |
| Actors: | Enrollee  Employee |
| Related Use Cases: | Includes: Inquire services |
| Stakeholders: | Enrollee: Reserving an available slot  Employee: Checks the pending reservations  System: Receives information of enrollee |
| Preconditions: | Enrollee must know what review class he/she wants to reserve. |
| Post conditions: | Enrollee must have a secured slot for the services he/she wants to avail. |
| Flow of Activities: | |  |  | | --- | --- | | Actor | System | | 1. Enrollee clicks the “Reserve slot” at the right bottom part of the details about the services the enrollee wants to avail. 2. Enrollee must enter his/her email address. 3. Enrollee must choose the review class and or promo he/she wants to avail. 4. Enrollee must enter his/her personal information. 5. Enrollee must read and agree to the terms and condition of the institution. 6. Enrollee must click “submit” button. | 2.1 After the reservation is done, an email will be sent to the email address of the enrollee which includes the transaction details.  3.1 Promos changes every season.  4.1 Personal information includes name, mailing address, and information about the person to contact in case of emergency.  4.2 Upload requirements for verification  5.1 Site loads up the terms and conditions for the enrollee to read.   * 1. System receives reservation information. | |  |  | |
| Exception Conditions: | * 1. Reservation is optional.   2. If the class is full, when the user clicks the “reserve now” button, the website will display a message that notifies the enrollee that there is no seat available.   2.1 The email address of the enrollee should be valid.  3.1 Enrollee may or may not avail promos.  4.1 An error note will appear if the information inputted by the enrollee is not valid. |

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| Use Case Name: | Pay reservation/enrollment fee |
| Scenario: | Pay for reservation fee |
| Triggering Event: | Enrollee wants to pay for the reservation fee |
| Brief Description: | When enrollee pays the reservation fee, he/she can secure a slot. |
| Actors: | Enrollee  Employee |
| Related Use Cases: | Includes: Inquire services and Create reservation for a review class |
| Stakeholders: | Enrollee: Paying for the slot reserved |
| Preconditions: | Enrollee must able to reserve a slot |
| Post conditions: | Enrollee must able to pay for his/her reservation fee. |
| Flow of Activities: | |  |  | | --- | --- | | Actor | System | | 1. Enrollee gets the bank account number of Loyola Student Center. 2. Enrollee pays the reservation fee at the bank. 3. Enrollee receives receipt. 4. Enrollee must show the receipt to the employee of the institution to verify the reservation. | 1.1 Shows the bank account number of Loyola Student Center. | |  |  | |
| Exception Conditions: | 2.1 Reservation fee must be paid within 2-3 days, otherwise the system will automatically cancel the reservation.  2.2 Enrollee must pay at least 50% of the fee at most 15 working days before selected scheduled of class starts. |

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| Use Case Name: | Enroll a review class |
| Scenario: | Enrollment for a review class |
| Triggering Event: | Enrollee wants to enroll for a review class offered by Loyola Student Center |
| Brief Description: | When enrollee enrolls, he/she will be enrolled/registered to a review class |
| Actors: | Enrollee  Employee |
| Related Use Cases: | Includes: Inquire services, Create reservation for a review class, Pay reservation/enrollment fee |
| Stakeholders: | Enrollee: Creating the new transaction.  Employee: Puts the enrollee to the list of enrolled students. |
| Preconditions: | Enrollee must have a review class he/she wants to enroll. |
| Post conditions: | Enrollee should be enrolled after the transaction. |
| Flow of Activities: | |  |  | | --- | --- | | Actor | System | | 1. Enrollee must go to the institution to enroll. 2. From the system, employee must login and click the “List of reserved slots” 3. Employee may search the name of the enrollee to accept and add the enrollee to the List of enrolled system. 4. Student must receive a receipt and schedule. | 1.1 Shows the bank account number of Loyola Student Center. | |  |  | |
| Exception Conditions: | 2.1 If the student did not reserve a slot, employee may enroll the enrollee by clicking the “Enroll a student” button. |

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| Use Case Name: | Cancel transaction |
| Scenario: | Cancellation of transaction |
| Triggering Event: | Enrollee wants to cancel his/her existing transaction |
| Brief Description: | When student cancels his/her transaction, he/she cannot secure a slot or attend the review classes anymore. |
| Actors: | Enrollee  Employee |
| Related Use Cases: | Includes: Inquire services, Create reservation for a review class, Pay reservation/enrollment fee |
| Stakeholders: | Enrollee: Initiates cancellation of the existing transaction.  Employee: Cancels reservation |
| Preconditions: | Enrollee must have existing transaction with the institution. |
| Post conditions: | Enrollee must able to cancel transaction. |
| Flow of Activities: | |  |  | | --- | --- | | Actor | System | | 1. If enrollee was able to reserve but does not want to pursue reservation, he/she may not pay the reservation fee within three days. 2. If student is enrolled, the employee may remove the name of the student from the list of the enrolled students. 3. If the enrollee was able to pay the reservation and enrollment fee, he/she must go or call the institution to cancel the reservation. | * 1. System automatically cancels the reservation.   3.1 Employee cancels transactions. | |  |  | |
| Exception Conditions: | 2.1 No refund will be given for cancellation of enrollment six working days before scheduled class starts.  2.2 Twenty five (25%) of amount paid will be deducted automatically for the processing fee.  3.1 Enrollee may not get a refund. |