Enrollment Flowchart for Summer SY 2015-2016

Home or GV210	College	ICTO-OMS-ITS (former OUR-SIS)	Cashier	Registrar

START

Add/Drop?

Yes

No

Regular Student?

No

Yes

Step 2

Faculty Advising
Seek counsel from respective adviser

Step 1

PRF Printing

Paying Student?

Yes

No

Step 3

Enroll
Claim the Enrollment Assessment Form (EAF)

Step 4

Payment

Step 5

SER Printing
Claim the Student Enrollment Registration (SER)

Step 6

Validation
Stamping of SER and Validation of Student ID

END

What is your default log-in credential?
Use your student number in the format below.
At **Student Access**, under **Student Log-in**:
Student No.: 2015-12345
Web Password: 201512345

-

ENROLLMENT STEPS
(For Summer only: A Prequel to an Online Enrollment)

If a Regular student (April 04-06), proceed to Step 1.
If an Irregular student (April 07-08), proceed to Step 2.
If for Add-drop (April 11-14), proceed to Step 2.

1. Print the PRF through your PLM-CRS account (At Home or GV-210).
- a. Access www.plm.edu.ph/crs. Click "Student Access" and enter your default log-in credential.
- b. Follow the procedure and print your PRF.
- c. Proceed to the ICTO-OMS-ITS (former OUR-SIS):
  - i. If **Regular-Non Paying**, *skip several steps.* Proceed to Step 5.
  - ii. If **Regular Paying**, proceed to Step 3.

2. Faculty Advising at the College.
- a. Secure the blank PRF from the Faculty Adviser
- b. Fill-up the subjects to be enrolled.
- c. Present the PRF to the Faculty Adviser for signature. Proceed to Step 3.

3. Printing of Enrollment Assessment Form (EAF)
- a. Present your PRF to the ICTO-OMS-ITS.
- b. Secure the printed EAF. Proceed to Step 4.

4. Cash Payment.
- a. Present the EAF to the Cashier and pay.
- b. Secure the Official Receipt (OR) and the EAF.

5. Printing of Student Enrollment Record (SER).
- a. Present the PRF (and the OR and EAF) to the ICTO-OMS-ITS.
- b. Secure the printed SER (with the OR and EAF).

6. Enrollment Validation.
- a. Present the SER to the OUR for the validation stamp.
- b. Present your Student ID for validation. You are done.

Note: These steps are only applicable for this first Summer term as we are just cutting-over to a new system. A different set of steps shall govern the regular semesters where irregular students shall also transact online.