Enlistment Flowchart

Start

Student opens his/her my.iit account.

Student clicks the “Enlistment” tab. (Note: Student cannot be enlisted if he/she has an outstanding balance at the Cashier’s Office.)

The appropriate term/semester and academic year are shown. Check that the correct adviser is indicated; otherwise, College Clerk must be informed and the correct adviser must be encoded.

Student enters data, if not available, required for enlistment, i.e., address, religion, family income, etc. Student clicks “Update” after entering the data. Note that enlistment will not proceed unless all the required data are entered.

Click “Manage” to enter courses to be enlisted. On the search box, type the course code. Once the appropriate course code and section appear in the drop down menu, click it and this will be added to the “cart”, which serves as a repository of enlisted courses. Check that the schedule is the appropriate one. Do the same for all other courses. Note that some courses may be exclusive for a College. Note further that the number of units is governed by that prescribed by the curriculum. At this point, except for outstanding balances at the Cashier’s Office, all other student clearance and pre-requisites, among others, are lifted.

Once all required courses are added to the “cart”, and that all required fields in the student data are filled out, click the button “Submit for Review”. This forwards the enlisted courses to the student’s adviser for review. The enlistment status at the right portion of the screen is changed from “Draft” to “On Review”.

Adviser opens his/her my.iit account. The “Enlistment” tab is clicked. List of advisees who have submitted their proposed courses for review will be shown on screen. The adviser clicks a name and the courses proposed by the advisee are shown. The adviser may check individually the student’s proposed course at the check box located to its left; or the adviser may use the “check all” tab located below the list to check all courses, as proposed by the advisee.

If all courses, as proposed by the advisee are checked, the adviser clicks the “Pre-approved” tab. This consummates the enlistment phase. The enlistment status on the student’s account is changed from “On-Review” to “Pre-Approved”.

However, if there are courses to be changed, the adviser can edit the enlisted courses, i.e., add or delete a course, and consequently pre-approve the process, thus, consummating the enlistment phase. Another procedure which is a bit more cumbersome is to uncheck identified course/s which means that the student is not advised to take the course/s. The adviser clicks the tab “send back to advisee”. The advisee then has to update the list by choosing appropriate course/s in lieu of the unchecked course/s. Once done, as before, the adviser then clicks the tab “submit for review” for checking by the adviser. The cycle continues until the adviser clicks the tab “pre-approved” to consummate the pre-approval phase.

If the enlistment has already been pre-approved, yet the student decides later, within the enlistment period or prior to payment during the enrolment period, that a change is to be done, he/she has to inform the adviser, who can edit the courses and then pre-approve/approve the process.

On January 2, 2016, two days after the last day of enlistment, the enlisted courses will be migrated to eSMS. Enlisted courses will be deleted if these are not pre-approved by the adviser. Likewise, students who are enlisted in number of units beyond that required per scholastic status cannot be assessed. Students on “PROBATIONARY” or “WARNING” status must be enlisted with a maximum of only 12 units or 15 units, respectively. The system likewise checks the enlisted courses for pre-requisite and other clearance requirements.

Items/Concerns, if any, that need to be addressed by the student will be flashed on screen. These must be resolved before the student can be assessed and pay at the Cashier’s Office or to a deputized cashier stationed at the College/School. For those whose enlisted courses were deleted or for those who still wish to change their enlisted courses, even if pre-approved by the adviser and finally approved automatically by the system, the student should see his/her adviser. Student can still add or delete any of the courses prior to payment.

If all enrolment requirements are satisfied, the status “pre-approved” is automatically upgraded to “approved”. Total assessment is shown on screen and the student is advised to pay as early as January 4, 2016. Although given as an option, the student is not required to print the assessment. Only a student ID is required at the Cashier’s Office for payment of the assessed fees. Once payment is done, the enrolment process is consummated. Scholars should go to the Admissions Office to be tagged as scholars. This tagging consummates the enrolment process for scholars.

End

Post-Enrolment Procedure
1. Pay student organization and other fees at designated areas.
2. Proceed to clinic for medical examination (new students).
3. Proceed to Computer Center for issuance of ID (new students) or ID Validation (old students).
4. Proceed to the College Library for registration and issuance of borrower’s card for new students or renewal for old students.

Enrolment-Related Bulletin
- Students may opt to print their COR at home using their my.iit account, or, if required by their benefactors, they may print the same at the Colleges, using the standard pink form. The usual signatures may be secured.
- Shifting and new students will be accommodated starting January 6, 2016. Requirements set by the Admissions Office for new students must be complied with.
- Those who didn’t pursue the enlistment procedure will be enrolled using the conventional process.
- Any load revision after payment will go through the conventional process using the Load Revision Form.
- Courses that were controlled/enlisted until January 6, but have not been paid, will be deleted on January 11 to give the slots to other students.