CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

EST. 2023

REGISTRAR MANUAL

cagayan
deOro
city of golden friendship

CdeO
RISE
MAYOR ROLANDO KLAREX UY GOVERNANCE PLATFORM

TABLE OF CONTENTS

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

Evaluation

Graduation

Preparation and Issuance of Requested Academic Records

Admissions

Evaluation of credentials

Verification of authenticity of documents/transcript of records submitted by students

Registration/enrollment

Request for cross-enrollment

Adding and dropping of subjects

Request for overloading of units

Crediting units for transferees

Request to take simultaneously pre-requisite and advanced subject (waiver of pre-requisite)

Request for subject substitution

Preparation of enrollment list and statistics

Academic probation

Evaluation of students records

Names of students in school records

Reconstructing a lost or missing records

Entry and submission of grades

Change or correction of ratings

Allowable absences per semester

Request delayed exam

Request for sit-in and tutorial classes

Policies and Procedures on Withdrawal of Registration

Authentication of records/documents

Falsification of credential, document or record

Production of certifications

Production of transcript of records

Request for academic records

Release of records

Issuance of form transcript of records, and certifications

Issuance of transfer credential

Issuance of diploma

Issuance of a certification, record and diploma to proxy

Rights of stakeholders

Rationale

Components and Weighting

Cumulative Grading
Grading Standard: Cumulative Grading System

COLLEGE VISION

A City College that nurtures and produces global citizens supported by cutting edge technologies for innovation and excellence by 2033

COLLEGE MISSION

"Our mission is to provide transformative and inclusive learning driven by cutting-edge technologies, including artificial intelligence that equip the institution and the community to create innovative, relevant, and data-driven solutions for local and global impact.

We are committed to addressing the needs of the Cagayan de Oro youth and of the indigenous peoples' communities by respecting and incorporating culture and tradition to address societal challenges and drive positive change.

We actively contribute to sustainable development goals by forging strategic partnerships, engaging relevant research and extension, and equipping our graduates with professionally-aligned competencies."

Introduction

The Registrar's Office is a vital department of an academic institution that serves the needs of students throughout their educational journey. This manual is designed to be a comprehensive resource outlining the policies, procedures, and standard practices that ensure the smooth and efficient operation of the office. By following the guidelines set forth in this manual, the Registrar's Office can provide students with the highest level of service and support in areas critical to their academic success, .including registration, academic records management, graduation processing, and other relevant academic affairs.

Registrar Mission

It is the mission of the Registrar's Office to support student success, safeguard academic integrity, and deliver effective and efficient service through collaboration, innovation, and a commitment to excellence.

Guiding Principles

The Registrar's Office considers it very important to be service oriented, transparent, and professional in all aspects of its operation.

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

The Registrar's Guiding Principles are to be:

- Service - oriented

- Service - efficient Clientele - we uphold the principle of providing efficient, client-friendly, and trustworthy services with integrity

Objectives

1. Unrestricted Admission
2. Comprehensive Student Retention
3. Streamlined and Proficient Administration of Student Records
4. Commitment to Delivering High-Quality Service to Students
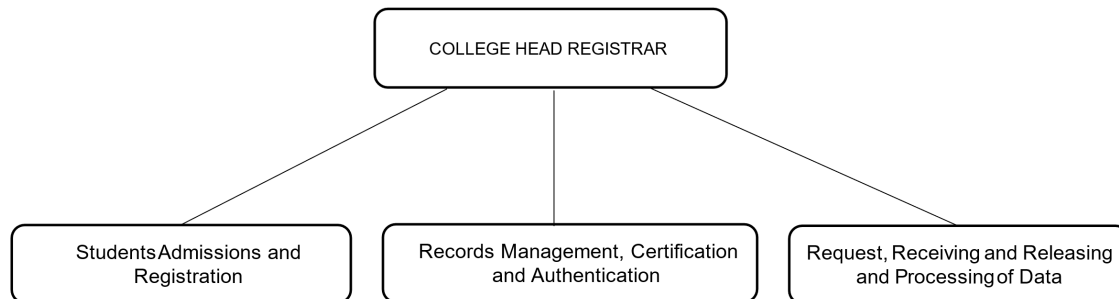
General Functions:

1. Student Admission
2. Registration
3. Promotions/Evaluation of Students Records
4. Records Management
5. Curricular Information Dissemination
6. Graduation

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

FUNCTIONS AND RESPONSIBILITIES

ORGANIZATIONAL CHART

```
                    ┌─────────────────────────┐
                    │  COLLEGE HEAD REGISTRAR  │
                    └─────────────────────────┘
           ┌───────────────────┼───────────────────┐
┌──────────────────────┐ ┌──────────────────────┐ ┌──────────────────────────┐
│ Students Admissions  │ │ Records Management,  │ │ Request, Receiving and   │
│ and Registration     │ │ Certification and    │ │ Releasing and Processing │
│                      │ │ Authentication       │ │ of Data                  │
└──────────────────────┘ └──────────────────────┘ └──────────────────────────┘
```

College Head Registrar

1. Lead in crafting and implementing policies regarding admissions, enrollment, accreditation, graduation, and other relevant academic affairs.
2. Plan, supervise, and oversee the following responsibilities:
   a. Manage admission processes and selective retention of students.
   b. Ensure compliance with admission and academic requirements.
   c. Handle the registration/enrollment of students.
   d. Enforce government regulations on academic scholarships, scholarship delinquency, transferees, accreditation, student loading, subject-sequence, cross-enrollment, graduation, graduation with honors, changing/adding/dropping of subjects, and other related matters.
   e. Evaluate scholastic records/credits for accreditation of transfer units, determination of curricular level, scholastic standing, promotions, graduation, etc.
   f. Coordinate commencement/graduation exercises and related activities.
   g. Participate in the selection of honor students in college.
   h. Ensure the custody, security, integrity, and confidentiality of students' records.
   i. Manage, control, maintain, and issue/release students' academic records.

j. Disseminate information on curricular offerings, admission requirements, academic policies and regulations, and CHED issuances.

k. Provide information on statistical data related to enrollment, graduates, dropouts, etc.

l. Prepare memoranda on enrollment and Registrar concerns.

m. Oversee the publication of the Academic Calendar, Bulletin of Information, Catalog, etc.

 n. Facilitate Registrar personnel training and development.

3. Authentically endorses Transcript of Records and related documents.
4. Addresses inquiries regarding academic policies, regulations, and student records.
5. Conducts curricular consultations with colleges and students.
6. Contributes to the revision of curricula and the Faculty Manual.
7. Establishes and maintains connections with other Registrars concerning student records and Registrar-related matters.
8. Establishes a standardized operating procedure.
9. Designs a process flow chart outlining office functions.
10. Periodically evaluates and enhances existing systems and procedures.
11. Aids, supervises, coordinates, checks, and reviews the work of Registrar personnel.
12. Evaluates the performance of Registrar personnel.
13. Designs and revises form necessary for Registrar transactions.
14. Oversees the proper use, maintenance, control, and safekeeping of office property and equipment.
15. Initiates requests for required equipment and supplies.
16. Develops the registrar's growth plan.
17. Submits the Annual Accomplishments Report to the President.

In-charge of Students Admissions and Registration
1. Compiles admission and enrollment materials.
2. Manages the coordination of admission and enrollment processes for new students.
3. Examines, verifies, and validates the authenticity of credentials submitted by new students.
4. Initiates requests for Form 137A and Official Transcript of Records (OTR) for newly admitted students.
5. Organizes and files the credentials of new students before transferring them to the Records In-charge.
6. Generates a list of freshman enrollees.
7. Produces a list and statistical data for transferee students.
8. Acts as the liaison officer for foreign students on behalf of the registrar.

### In-charge of Records Management, Certification and Authentication
1. Compiles individual student records, including consolidated grade worksheets, permanent records, and evaluation records.
2. Orchestrates the enrollment process for students.

3. Regularly updates and posts grades to student records.
4. Reconstructs records or files that are lost or missing.
5. Provides guidance to students on curricular programs, enrollment procedures, subject loads, and sequencing.
6. Evaluates student records for curricular level, scholastic standing, graduation eligibility, etc.
7. Assesses subjects and credits earned in other educational institutions.
8. Aids in enforcing academic policies and regulations.
9. Acts as a specialist and consultant for the specific course or program they oversee.
10. Notifies students of any course deficiencies.
11. Assists in organizing graduation activities.
12. Prepares enrollment lists, academic scholars' lists, candidates for graduation lists, candidates for graduation with honors lists, along with their corresponding statistical data.
13. Compiles statistical data on drop-outs, shifters, and transferees.
14. Verifies, checks, and signs prepared Transcripts of Records and certifications.
15. Manages, accounts for, controls, and maintains the integrity and confidentiality of student records.
16. Initiates follow-up requests for records of new students from their previous institutions.

In-charge of Request, Receiving and Releasing and Processing of Data

1. Manage, receive, process, and issue requests for transcripts of records, certifications, transfer credentials, and other academic documents.
2. Ensure timely compliance and release of requested records and information.
3. Maintain daily records of both incoming and outgoing academic documents.
4. Generate and prepare academic records as per request.
5. Produce various forms and enrollment materials.
6. Keep logbooks to record incoming requests for academic records and their subsequent releases.
7. Oversee, account for, control, and safeguard the integrity and confidentiality of students' records.
8. Organize, classify, file, and store both active and inactive records and files.
9. Input course and subject codes into the system.
10. Input comprehensive data for new students.
11. Enter and maintain updated student grades.
12. Produce worksheets for consolidated grades, transcripts of records, and certifications.
13. Create and generate enrollment lists along with all necessary statistical data.
14. Administer, account for, maintain, and ensure the confidentiality and integrity of student records.
15. Aid in completing various survey forms.

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

16. Perform other related tasks as assigned**.**

OFFICE MANAGEMENT
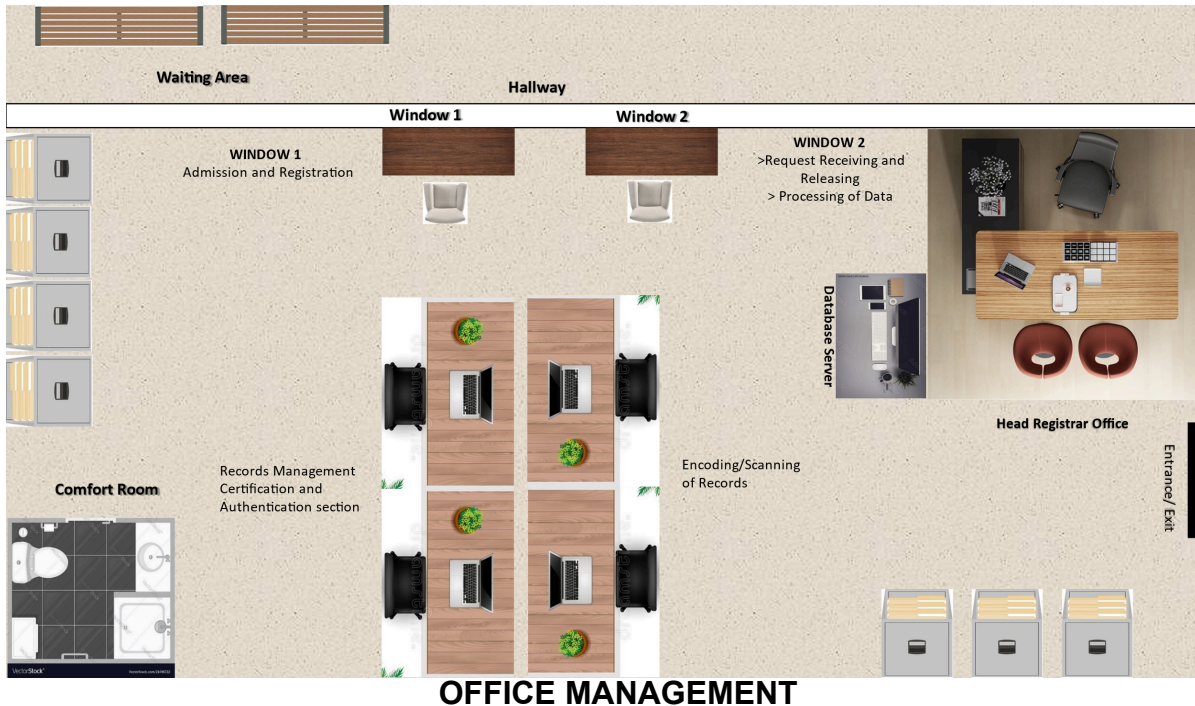
Office Layout

1. Office and working area should be spacious and adequate for number of employees.
2. There should be enough service counters to accommodate students at different colleges.
3. Rooms should be provided for in-active files, graduated files, and computers.
4. Active files should be in the working space or immediate vicinity of the Evaluators
5. There should be enough furniture, equipment, supplies, ventilation, and lighting facilities.
6. There should be one computer for every personnel, separate from the computer units used as server and for data banking and processing purposes with Local Area Networking.

File Arrangements

Classification	Arrangement	Location
1. Active Files/Records	By College, Alphabetized	Immediate vicinity of the concerned College In-charge
2. Inactive Files/Records	Alphabetized	Records Management Area
3. Graduated Files/Records	Alphabetized by College and by Year	Records Management Area
4. Document Digitization	Scanning Records and save document management system Alphabetized by college and by year	Data Management system of Registrar

Personnel Assignments
1. Every personnel should have definite duties and responsibilities to perform and to attend to.
2. The number of employees should be in proportion to the number of student and to the volume of work to be performed. The most is 1 personnel to 200 students (1:200).

Assignment	Location
Registrar II / Head Registrar	Ground Floor
Registrar I/ Asst. Registrar In-charge of Records Management	Ground Floor
Administrative Assistant VI In-charge of Students Admissions and Registration BACOMMS, BTVTED and BTLED	Ground Floor
Administrative Assistant V In-charge of, Certification and Authentication BACOMMS, BTVTED and BTLED	Ground Floor
Administrative Assistant IV In-charge of Request, Receiving and Releasing and	Ground Floor

Processing of Data	
BACOMMS, BTVTED and BTLED	

Operating Procedure

Office Days and Hours

1. All Registrar personnel are urged to maintain punctuality in attendance.
2. The designated office days and hours must be prominently displayed in a spacious location for the information and guidance of the public.
3. Registrar personnel must be willing to provide honorarium services beyond regular hours to cater to the needs of evening and working students, if necessary.

Records of Communications, credentials, and documents Received and Issued

1. The Admission In-Charge is tasked with receiving, sorting, categorizing, and documenting all communications, credentials, and records, then distributing them to the relevant personnel.
2. A designated staff member is responsible for disseminating communications originating from the Registrar to various Colleges and Offices. Records of outgoing communications should include the communication's name, College/Office, date of issuance, and the name/signature of the recipient.
3. An office staff member is assigned to draft and respond to correspondence related to curricular offerings and statistical data.

Safety and Security of Files and Records

1. Each employee is individually responsible and accountable for records and files in their possession necessary for the performance of their duties.
2. Access to classified or strictly confidential records/files (such as students' academic records) is restricted, and they are not permitted to be taken out of the office or borrowed by anyone.
3. Unclassified or non-confidential files (e.g., statistical records) may be accessed or borrowed only with the knowledge and permission of the Head Registrar.
4. Records/Files approved for borrowing must be documented in the record book, specifying details such as the name of the record/file, name of the borrower, borrower's signature, College/Office, date, and name of issuing Registrar personnel.
5. The storeroom housing files, records, and supplies is a restricted area, accessible only to authorized personnel.
6. Only authorized personnel or those assigned to the Data Processing Section are

CITY COLLEGE OF CAGAYAN DE ORO
AIM HIGHER

permitted to access students' records in the computer.

7. For enhanced security, records and documents shall be scanned and stored in the Registrar Database.

Working Area and Records Room

1. Ensure that the work area and records room are devoid of any fire hazards or combustible materials.
2. Periodically inspect or treat files in the records room or cabinets with insecticides or pesticides.
3. The records room should have the capacity to handle anticipated volumes that may accumulate from year to year.
4. Maintain appropriate temperatures in the records room and computer room to preserve records and ensure the upkeep of equipment.
5. Access to the Computer Room is restricted to authorized personnel only.

Equipment and Supplies

1. Ensure that office equipment and supplies are consistently in excellent working condition. The personnel responsible for the equipment is accountable for its maintenance, and any malfunction should be promptly reported for repair or replacement.
2. Practice economical use of forms and supplies.

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

Records Classification and Maintenance Procedures

Classification of Files and Records

The Records at the Office of the Registrar are classified as follows:

1. **Classified as Strictly Confidential**.
   This pertains to records submitted as part of the unique connection the school maintains. Specifically, it involves information disclosed to the school for its exclusive use in matters such as admission and promotions and for no other purposes. The following records are categorized as classified or strictly confidential.:
   a. Academic reports
   b. Adoption papers
   c. Disciplinary Records
   d. Alien certificate Registration
   e. Medical and Guidance Reports
   f. Personal and Academic Records
   g. Baptismal or Birth Certificate

2. **Unclassified or non-confidential**
   This pertains to additional school records that must be made publicly available, allowing both the government and students or parents to verify the legal existence and operation of the school and evaluate its performance. The following records are considered unclassified or non-classified.

   a. Catalogues
   b. Permits and Recognition
   c. Prospectus
   d. School Annuals
   e. Statistical records
   f. Teaching Contract
   g. Class, Faculty and Room Program
   h. Directory of Graduates
   i. Enrolment List
   j. Approval of Courses

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

Credentials to be filed in the student's jacket

1. Accreditation/validation Form
2. Adding/changing/Dropping Form
3. Admission Slip
4. Affidavit, Order for change of Name of correction of name
5. Application for admission, graduation, shift course and transfer
6. Approved permit for cross enrollment
7. Approved request for   Overload, Substitution of Subjects, waiver of pre- requisite
8. OJT Permit
9. Certificate of Transfer Credentials
10. Clearance, completion forms, Evaluation
11. Schedule and Registration Forms
12. Forms 138, Form 137-A & Transcript of Records
13. Machine Copy of: Alien Certificate Registration(ACR), Birth Certificate, Marriage Contract
14. Notice of Deficiency
15. Permanent Record
16. Photographs
17. Study permits for Foreign Students
18. Other related documents

Various Matters to be Kept for Reference

1. Accomplishment report (Annual, Monthly or weekly)
2. Annual Procurement Program
3. Checklist/Prospectus
4. Class/Faculty and Room Program
5. Commencement programs
6. Curricular programs
7. CHED Basic Higher Education Data
8. CHED Memo /Orders
9. Civil Service Circulars
10. CSC PD 907
11. SUC Form 1A
12. Enrolment list
13. Worksheet for Consolidated Grades
14. Grades Sheets
15. List of Academic Scholars
16. List of Candidates for Graduation with honors
17. Minutes and Resolution of Academic Council Meeting
18. Official Communication
19. Registrar Memoranda
20. Statistical data

21. City College Circular/Memoranda/Orders
22. City College Code
23. City College Faculty Manual
24. Others

Operating procedure
Location of Files

1. The current or active files must be stored in a dedicated cabinet situated in close proximity to the respective College Evaluators or Records In-Charge.
2. Inactive files (for dropped cases) are housed in the Registrar Connecting room.

Filing System and Control of Records

1. The alphabetic file is employed for maintaining students' permanent records. When removing or returning files, the responsible personnel must ensure strict adherence to alphabetic order to prevent misplacement.
2. Students' records are stored in individual jackets. Utmost care should be taken when inserting documents into the jackets to avoid misplacement.
3. To prevent misplacement or incorrect filing of students' records, jackets, communications, or documents, they should be promptly filed upon receipt or completion.
4. Student numbers are utilized for encoding and accessing records in the computer.
5. A designated staff member is responsible for managing and overseeing data processing in the computer.
6. Subject filing is employed for miscellaneous matters kept for reference. These are further organized by year or school year.

GENERAL WORKFLOW AT THE OFFICE OF THE REGISTRAR

A. Pre-Registration
- Issuance of Application for College Admission Test
- Preparation, issuance and control of enrolment forms
- Preparation of enrolment paraphernalia
- Preparation of Admission Slip (showing deficiencies and scholastic standing) for old students
- Coordinates with Deans as to their school programs in preparation for the integrated school programs
- Preparation and dissemination of school calendar
- Preparation and dissemination of enrolment procedure and control
- Information and dissemination of any development revision, or enrichment in any program, courses and subjects

B. Admission
- Admission of old and new students

C. Registration
- Registration of old and new students

D. Post Registration
- Sorting of Registration forms (by College, Course, major, Curricular Level and Sex)
- Preparation of Enrolment List (by College, Course, Major, Curricular Level., Sex, Units enrolled and other data)
- Preparation of Enrolment Statistics (by College, Course, Major, Curricular Level, Section, and Sex)
- Preparation of Jackets for new students' records

E. Filing, Sorting, and Arrangement of Students' Records

- Checking and filing of entrance credentials in the jacket
- Filing of Registration Forms in the jacket
- Filing of other pertinent student records in the jacket
- Sorting of jackets of dropped-out and transferred students
- Arrangement of students' individual jacket

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

F. Student Records Preparation / Encoding of Records
- Requesting for Form 137-A (new freshmen students) and Transcript of Records for Transferees.
- Encoding of Students' Personal data Information in the computer
- Encoding of currently enrolled subjects of students in the computer/permanent record
- Preparing of consolidated worksheets of subjects enrolled (by College & Major)
- Preparation of list of Academic Scholars

G. Posting, Encoding and updating of grades
- Posting of students' grades from grades sheets to permanent record
- Encoding and updating of grades of students from consolidated worksheets/permanent records in the computer

H. Evaluation
- Evaluation of students records for promotions to the next curriculum year
- Identification and dissemination of student's deficiencies, earned credits & etc.
- Advise students on subject pre-requisites, co-requisites, mandated subjects and others
- Processing of application for graduation
- Preparation of List of Candidates for Graduation
- Selection and preparation of list of honor students
- 'Presentation of candidates for graduation
- Preparation and holding of graduation rites

I. Graduation
- Processing of application for graduation
- Preparation of list of candidates for graduation
- Selection and preparation of list of honor students
- Preparation and processing of awardees/grantees
- Presentation of the Candidates for Graduation to the Academics Department
- Preparation of list of candidates for graduation for approval of the president and Vice Presidents of the college

J. Preparation and Issuance of Requested Academic Records
- Accommodation of request for academic records
- Preparation and generation of transcript of records of graduated students
- Preparation and generation of transcript of records, certification, good moral, etc., as requested by students.

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

OFFICE PROCEDURES AND ITS OPERATION

A. ADMISSIONS

The Registrar's Office includes an Admissions Unit led by a staff member responsible for the admission of new freshmen, transferees, and foreign students. The admission process is coordinated with various Colleges within the Institute.

a. New student admissions must comply with the Institute's policy.
b. The Admission In-Charge will collaborate with the Colleges regarding the admission of students, determining the number to be admitted, and deciding on the sections to be opened.
c. The Admissions In-Charge will furnish the concerned Evaluators with a list of new freshmen, transferees, and foreign students.
d. The In-Charge of Admissions will meticulously process, scrutinize, and evaluate the entrance credentials and requirements of applicants and new enrollees.
e. In cases where requirements and credentials are incomplete, the In-Charge of Admissions will notify the concerned students.
f. The Admission In-Charge is responsible for requesting Form 137 A from new freshmen and the official Transcript of Records from transferees from the relevant institutions, which are then handed over to the Records In-Charge upon receipt.
g. The Admissions In-Charge will handle the processing of requirements and the admission of foreign students.
h. The In-Charge of Admissions will oversee the monthly, quarterly, and annual reports submitted to the Bureau of Immigration for foreign students.

A.1 Admission Requirements:
- Form 138 / Transcript of Records
- Certificate Good Moral Character / Honorable Dismissal
- High School Diploma
- PSA Birth Certificate
- Barangay Clearance
- 2 pcs 1x1 Picture
- 2 pcs 2x2 Picture

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

A.2: Admission Policies per programs:

BACHELOR OF ARTS IN COMMUNICATIONS
MAJOR IN NEW MEDIA

ADMISSION CRITERIA	DETAILS
1. Educational Background	● High school diploma or equivalent (Grade 12) ● ALS Graduate not later than 2019 completers
2. Minimum GPA Requirement	● GPA is 80% and lower ● Any SHS Track
3. Entrance Examination	● Pass the college entrance examination
4. Extra-curricular Involvement	● Active participation in extra-curricular activities (optional, but favorable)
5. Interview	● Successful completion of an interview with the BA COMM program head and the dean College of Arts and Sciences.
6. Scholarship Opportunities	● Information about available scholarships and financial aid options should be provided to applicants. ● Eg. Application requirements to apply city scholarship at City Scholarship Office
7. Special Requirements	● Portfolio of works for students with relevant experience (optional)
8. Admission Eligibility	● Graduate of High School/ Senior High School recognized by Department of Education (CMO 105 s. 2017) ● Must have passed the Admission Examination

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

BACHELOR IN TECHNOLOGY EDUCATION
MAJOR IN INDUSTRIAL ARTS

ADMISSION CRITERIA	DETAILS
1. **Educational Background**	● High school diploma or equivalent (Grade 12) ● ALS Graduate not later than 2019 completers
2. **Minimum GPA Requirement**	● GPA is 85% and higher ● Any SHS Track
3. **Entrance Examination**	● Pass the college entrance examination with a minimum score of 80% or its equivalent
4. **Extra-curricular Involvement**	● Active participation in extra-curricular activities (optional, but favorable)
5. **Interview**	● Successful completion of an interview with the BTLed program head and the dean of the College of Education.
6. **Scholarship Opportunities**	● Information about available scholarships and financial aid options should be provided to applicants. ● Eg. Application requirements to apply city scholarship at City Scholarship Office
7. **Special Requirements**	● Submission of relevant certifications or achievements in technical skills (optional, but favorable)
8. **Special Requirements**	● Graduate of Senior High School recognized by the Department of Education ((CMO 17, s.2017 Article VI, Section 17) ● Must have passed the Admission Examination

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

ADMISSION GUIDELINES FOR BACHELOR IN TECHNICAL – VOCATIONAL TEACHER EDUCATION MAJOR IN ELECTRICAL TECHNOLOGY

ADMISSION CRITERIA	DETAILS
1. **Educational Background**	● High school diploma or equivalent (Grade 12) ● ALS Graduate not later than 2019 completers
2. **Minimum GWA Requirement**	● GPA is 85% and higher ● Any SHS Track
3. **Entrance Examination**	● Pass the college entrance examination with a minimum score of 85% or its equivalent
4. **Extra-curricular Involvement**	● Active participation in extra-curricular activities (optional, but favorable)
5. **Interview**	● Successful completion of an interview with the BTVTed Program head and the dean of the College of Education
6. **Scholarship Opportunities**	● Information about available scholarships and financial aid options should be provided to applicants. ● Eg. Application requirements to apply city scholarship at City Scholarship Office
7. **Special Requirements**	● Submission of relevant certifications or achievements in technical skills (optional, but favorable)
8. **Special Requirements**	● Graduate of Senior High School recognized by the Department of Education ((CMO 17, s.2017 Article VI, Section 17) ● Must have passed the Admission Examination

B. EVALUATION OF CREDENTIALS

a. The following are not valid credentials or records for purposes of registration:

1) A transfer card (F-138) lacking the student's eligibility for the course, lacking the signatures of the Principal or Registrar, marked as "used for enrollment in another school" or "cancelled," or displaying erasures or alterations will not be accepted.

2) A Transcript of Record marked " For Evaluation Only", "For Personal Reference Only", "For Employment Purposes", "Not Valid for Transfer", etc.

3) A diploma.

4) Form 138 or Transcript of Record of applicant from any private school, which has neither government permit to operate, nor recognition.

b. The Registrar is responsible for formally requesting the school in question for an official copy

c.   Erasures that are skillfully concealed can be identified by

using a magnifying glass or, in the case of ordinary bond paper, by placing it under a lighted bulb and examining the back. Any document exhibiting such alterations will not be recognized unless it is signed or initialed by the relevant Registrar.

d.   The Registrar usually signs a credential or record. If in doubt as to the signature or the signatories, it should be verified further by sending the liaison officer to the school with an authority to verify its Authenticity and validity.

e.   The Transcript of Records for graduated students entering the Graduate School, pursuing a second degree, undertaking professional Education Units, or taking supplementary subjects, must include details such as the degree obtained, date of graduation (month, date, year), CHED Special Order Number (for private schools), and Registry Order (for accredited private schools).

C. VERIFICATION OF AUTHENTICITY OF DOCUMENTS/TRANSCRIPT OF RECORDS SUBMITTED BY STUDENTS

a. The Records In-Charge is responsible for authenticating all hand-carried Transcripts of Records for newly admitted students (graduates or transferees) from their previous schools, as coordinated with the Admission In-Charge. This verification process can be accomplished by forwarding a copy of the submitted document to the school concerned for authentication or by dispatching a Registrar personnel/liaison officer to verify the submitted document at the school.

b. Upon the handover of entrance credentials from the Admissions Unit to the Registration Unit for newly admitted students, the Records In-Charge assumes the responsibility of authenticating submitted documents and overseeing follow-up requests..

c. The In-charge of records shall verify all the hand-carried of the cross- enrollment grades and supplementary grades.

D. REGISTRATION/ENROLLMENT

a. The Registrar will distribute the Enrollment Memorandum to all Colleges and Offices to serve as a guide during enrollment.

CITY COLLEGE OF CAGAYAN DE ORO
AIM HIGHER

b. The Registrar will collaborate with various College Offices to coordinate enrollment procedures.

c. The enrollment schedule adheres to the dates specified in the Academic Calendar.

d. The responsibility of enrolling students and submitting required reports and forms to the Registrar lies with the respective Colleges.

e. Graduating students will receive a Notice of Deficiencies.

f. old students enrolling must present academic evaluation Form and clearance as credentials.

g. The proposed subjects for enrollment, need approval from college dean and program head before proceeding to the College registrar

h. Enrollment of academic scholars follows the rules on academic scholarships, while other scholars in the College must adhere to the requirements specified in the contracts.

i. Observe rules and procedures on adding/changing/dropping, prerequisites, overloading, substitution, waiver of prerequisites, and cross-enrollment of subjects.

j. Practice Teaching should be undertaken without any other subjects to ensure student teachers can fully concentrate and immerse themselves in actual teaching (CMO No. 11, s. 1999).

k. Any student request (e.g., overloading, cross-enrollment, waiver of prerequisites, etc.) during enrollment must be official, signed, approved by authorities concerned, with a copy furnished to the Registrar.

l. Enrolling transferees in advanced subjects is not allowed unless the prerequisites have been validated.

m. Students who haven't submitted their Registration Forms to the Registrar will not be included in the list of officially enrolled students.

n. The Registrar will not entertain late submission of Registration Forms by students unless permitted by the Head of Student Affairs after necessary sanction.

D.2 ENROLLMENT PROCESS

a. Student Pre register for CCAT. The student will receive email and SMS for their schedule.

b. The student takes CCAT and wait for the exam result.

c. Student proceeds to the program head for evaluation.

d. Student proceeds to finance office for tagging. (Scholar or regular student).

e. If scholar, the student proceeds to Registrar office to complete registration process and received Certificate of Registration.

f. If regular student, proceeds to cashier for enrollment fee. Then proceeds to registrar's office to complete registration and receive Certificate of Registration.

E. REQUEST FOR CROSS-ENROLLMENT

A student may be allowed to cross-enroll in another school under the following conditions:

a. The student will complete their studies and graduate at the end of the academic year.
b. Cross-enrollment is permissible for a subject that is neither a major requirement nor offered within the College.
c. Cross-enrollment is acceptable for a subject from an old curriculum that is no longer offered within the College.
d. Cross-enrollees are typically limited to six (6) units, except when these units are the remaining requirements for the student's graduation.
e. Approval for cross-enrollment requires a recommendation from the Dean, notation by the College Registrar, and final approval from the VP Academic Affairs.
f. The Registrar will generate the cross-enrollment form, which the student will carry to the chosen school.
g. The In-Charge of Records should receive a copy of the approved cross-enrollment request.

F. ADDING AND DROPPING OF SUBJECTS

a. Inform students of the deadlines and procedures for adding and dropping subjects through emails, bulletin boards, and the school's website.
b. Students must fill out the appropriate "Add/Drop Request Form" available at the Registrar's Office or online.
c. The form typically requires the approval of the academic advisor to ensure the changes align with the student's academic plan.
d. Verify that the student meets the prerequisites for the new subjects they wish to add.
e. Ensure that the desired classes have available seats and are not over-enrolled.
f. Students submit the completed and signed form to the Registrar's Office within the specified period.
g. Registrar staff enter the changes into the student information system (SIS) to update the student's schedule and records and confirmation of the changes made to their schedule via email or printed receipt.
h. Ensure that the student's academic records are accurately updated to reflect the added or dropped subjects.
i. Inform instructors and relevant departments of the changes in enrollment for their courses.
j. Track the changes to ensure they are correctly reflected in the student's academic plan and transcripts.
k. Maintain a copy of the add/drop form and any related correspondence in the student's academic file for future reference.

CITY COLLEGE OF CAGAYAN DE ORO
AIM HIGHER

G. REQUEST FOR OVERLOADING OF UNITS

a. Only graduating students are permitted to overload their units.
b. The maximum number of units allowed for a student to enroll with an overload is twenty-eight (28).
c. Education students undergoing Practice Teaching (12 units) are allowed to overload.
d. A student who was previously permitted to overload in a specific semester and received a failing mark will not be allowed to overload in the following semester.
e. Approval for overloading requires a recommendation from the Dean, notation by the College Registrar, and final approval from the VP Academic Affairs.
f. The In-Charge of Records should receive a copy of the approved overloading request.

H. CREDITING UNITS FOR TRANSFEREES

H.1 Crediting and Validating of Units

Subjects taken previously from another school may be credited subject to the following conditions:

a. the course description and coverage are the same as what is required in the subject offered in the college, and
b. the number of units are the same or greater than what is required
c. the grade obtained in that subject the student passed

a. Student submits an application and official transcripts from his previous college.
b. Registrar Admission in charge verifies the authenticity of student's transcripts and checks that all documents are included.
c. The student proceeds to the program head to review transcripts and matches completed courses with the current curriculum and determines which courses are eligible for credit transfer
d. The program head finalizes the credited courses and updates student's academic record.
e. The program head discuss his credited units and plan his course schedule.
f. If units are not credited, the student can file for an appeal
g. The registrar office will re-evaluate the course and upholds the original decision.
h. Student informed of the final decision.

I. REQUEST TO TAKE SIMULTANEOUSLY PRE-REQUISITE AND ADVANCED SUBJECT (WAIVER OF PRE-REQUISITE)

A student may be allowed to enroll in the prerequisite and advanced subjects simultaneously under the following conditions.

a. The student will complete their studies and graduate at the end of the academic year.
b. The prerequisite is a subject that has been repeated.
c. If the prerequisite subject is failed, the advanced subject becomes invalidated.
d. Approval for this request requires a recommendation from the Dean, notation by the College Registrar, and final approval from the VP of Academic Affairs.
e. The In-Charge of Records should receive a copy of the approved request.

J. REQUEST FOR SUBJECT SUBSTITUTION

a. The substitute subject must have an equivalent number of units and be related to the required subject.
b. The subject in question belongs to the old curriculum and is no longer offered in any course within the College.
c. Approval for this request necessitates a recommendation from the Dean, notation by the College Registrar, and final approval from the VP Academic Affairs.
d. The In-Charge of Records should receive a copy of the approved request.

K. PREPARATION OF ENROLLMENT LIST AND STATISTICS

a. The enrollment list preparation commences with the sorting of Registration forms and credentials.
b. The enrollment list should be derived from submitted Registration Forms, meticulously prepared and sorted by College, Course, Major, Year, Section, and gender.
c. Names listed on the enrollment roster should be arranged alphabetically.
d. Enrollment statistics will also be compiled from submitted registration forms, sorted according to college, course, section, year, and gender.
e. The Data Encoder is tasked with consolidating, preparing, and generating the enrollment list and statistics.
f. Each Records In-Charge is responsible for verifying the enrollment list of students in the higher years, while the Admissions In-Charge oversees the enrollment of Freshmen students.

L. ACADEMIC PROBATION

The student fails to meet the academic requirements of their program:

a. The student visits the program to schedule for an interview
b. The program head develop the initial academic plan
c. The student will proceed to the College dean's office for final interview
d. The College dean will finalize the academic plan with the student.
e. The student will fill up the probationary form
f. Monitoring and support: The student meets periodically with the program head to track progress.
g. At the end of the probation period, the student's academic performance is reviewed by both the program head and the dean:
    ● If the student meets the requirements, they are removed from probation.
    ● If some improvement is shown, probation may continue with additional support.
    ● If no significant improvement is made, the student is advised to shift

M. EVALUATION OF STUDENTS RECORDS

Students' records are evaluated at the end of each period for purposes of determining the scholastic standing, curricular level, and graduation of students.

a. Each College/Program has an assigned Evaluator or Records In-Charge.
b. The Evaluator prepares the Worksheet for Consolidated Grades per course, listing all enrollees for a particular program, the subjects they have enrolled in for the semester, and the total number of units. At the end of the semester, student grades are posted on the worksheets, alphabetically arranged.
c. The Evaluator also compiles the permanent records of students, posting all subjects taken for all semesters with corresponding grades and units.
d. During the evaluation of student records, special attention is given to subjects requiring prerequisites. Students are not allowed to take advanced subjects until they have satisfactorily passed the required prerequisites. Subjects enrolled without the necessary prerequisites are invalidated and should not be credited, regardless of the grade obtained.
e. Grades are recorded on the individual evaluation forms by the Evaluators to determine the academic status of students.
f. Subjects not officially enrolled by students are not credited and included in their permanent records.
g. Only approved requests for overloading, waiver of prerequisites, substitution of subjects, and cross-enrollment by students are entertained by the Evaluators; otherwise, they are invalidated.
h. The arrangement of subjects for students follows the order prescribed in the

CITY COLLEGE OF CAGAYAN DE ORO
AIM HIGHER

curriculum.
i. Evaluation of records for applicants from foreign schools is based on the curriculum of the degree course the student is pursuing and the catalog/bulletin of the school last attended.
j. In evaluating records of transferees, no credits are given to subjects taken from other schools that have not yet been validated and accredited at EARIST. They must have the same description and number of units. In case of doubt, the party is required to submit a complete subject course description from the previous school or a certified true copy of the detailed description of the subject and course content from the previous school.
k. When the units of credit in a subject are lower than those required in the curriculum, the student is required to retake the same subject but following the required number of units.
l. Evaluators are responsible for determining the student's curricular level, academic standing, and qualification as a candidate for graduation.
m. Evaluation of student records for determining academic scholarship and scholarship delinquency is based on the City College Code.
n. In computing scholastic delinquency, a grade of "incomplete" is not included. When replaced by a final grade, the latter is included in the grades during the semester when the removal is made.
o. In computing the General Weighted Average of Candidates for Graduation with Honors, the guidelines in the City College Code are followed.
p. Care is taken in evaluating records of delinquent students, academic scholars, and candidates for graduation with honors by following what is specified in the City College Code.
q. Evaluators must familiarize themselves with the curriculum of the course they are in charge of, including subjects, course coding, course description and content, units, prerequisites, co-requisites, effective dates, and corresponding changes that may occur later. They must also stay up-to-date with CHED Memorandum on Standards, Policies of Course, and other CHED policies on Academic matters.
r. As a procedural matter, all forms (Registration, adding, changing, dropping, clearance, completion, etc.) should be filed in students' records.

N. NAMES OF STUDENTS IN SCHOOL RECORDS

a. The name entered in the school records must match the name on the birth certificate or admission credentials.
b. In cases of discrepancies in the name, the student is required to obtain an Amended Birth Certificate from NSO.
c. For changes or corrections to the name, the student must submit a copy of their birth certificate or a court order for the change of name, along with affidavits from two disinterested persons and the parents/student.
d. The new or corrected name of the student should be consistently used in all

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

academic records.

O. RECONSTRUCTING A LOST OR MISSING RECORDS

   a. The In-charge of records shall be responsible for reconstructing a lost or missing record.
   b. If the lost or missing record is from the Registrar, reconstructions maybe done by referring to the enrolment list, worksheet of consolidated grades or from the faculty grading sheets.
   c. If the lost or missing record is from another school, a duplicate copy shall be requested from the former school.

P. ENTRY AND SUBMISSION OF GRADES

   a. Each faculty member is required to submit their grade reports within the prescribed period in the Academic Calendar.
   b. Faculty members who fail to meet the deadline for grade sheet submission are to be reported by the College Registrar to the appropriate authorities of the Institute. Delinquencies will be recorded in the personnel records of the faculty members with corresponding sanctions.
   c. The grade sheets should include an alphabetical listing of the names of students.
   d. Faculty members are responsible for accurately entering the names of students and their ratings in the grade sheets.
   e. For subjects with students from different colleges/courses, students should be grouped according to their colleges/courses in the grade sheets submitted to the Registrar.
   f. In cases of incomplete grades for students, the concerned faculty member should make the necessary entries for the completion of grades in their grade sheets within the specified period.

Q. CHANGE OR CORRECTION OF RATINGS
   a. Changes or corrections to grades in the faculty's grading sheet must be made within the allowable period of one month after the grades have been submitted to the Registrar's office.

   b. Only the faculty member responsible for the grades is authorized to make necessary changes or corrections to the ratings.

   c. An authorization from the Dean of the College to which the faculty member belongs must accompany the grade sheets submitted to the Registrar's office for any necessary changes or corrections of ratings.

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

d. For students with Incomplete Grades.

- Students must request an INC grade from the instructor before the final course deadline. The instructor has the discretion to grant or deny the request based on the student's documented circumstances and academic standing in the course. If an INC is granted, the student and instructor will establish a written agreement outlining the specific requirements and deadline for completing the remaining coursework. Failure to meet the agreed-upon deadline will result in the INC converting to an F grade

- an incomplete grade must be completed within one (1) academic year from the date the grade of INC has been received; otherwise, the grade becomes an automatic failure.

- Completed grades must be duly signed by the Subject instructor, recommending approval by the College Dean, noted VP for Academic Affairs and to be submitted to the University Registrar within two (2) days from completion.

R. ALLOWABLE ABSENCES PER SEMESTER

a. **Allowable Absences:**

- Students may have up to 15% of the total class meetings as excused or unexcused absences.

d. **Exceeding Allowable Absences:**

- If a student exceeds the allowable number of absences, they will receive an AF grade for the course.
- Exceptions may be granted for documented medical or personal emergencies, subject to review and approval by the academic advisor or department chair.

e. **Notification and Appeals:**

- Students approaching the allowable absence limit will receive a warning notification.
- Students who receive an AF grade may appeal the decision by submitting a written request to the academic advisor or department chair within 7 days of the grade issuance.

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

d. **Procedures on Leave of Absence**

Leave of Absence (LOA) maybe granted upon the discretion of the concerned college, to any student who is unable to continue attending classes beyond the period of official dropping under the following circumstances:

- a student is sick and unable to continue attending classes supported by a medical certificate
- a student is being drafted for military training
- a student is unable to continue going to school due to maternity, parenting or family health reasons

In such cases, no tuition fees will be charged for the duration of the authorized leave and courses not completed during the time of filing shall be considered "withdrawn" with approval" and therefore, will not obtain credit.

A student who is unable to continue going to school due to personal objectives could also be granted a leave of absence for purposes of readmission to the program.

Students requesting for a leave of absence should be in good standing (neither on probation nor subject to dismissal); no pending case of misconduct or misdemeanor as defined by the student discipline policy; no outstanding balance; and they do not exceed the maximum residency rule prescribed by the program.

An approved LOA is only valid for one (1) academic term. In cases where extension is sought, an approved petition is required subject to the concurrence and approval of the Dean and the Director for Instruction. The petition must state the reason for which the leave is desired and must specify the period of the leave which must not exceed one (1) academic year.

a. **Procedure for Filing a Petition for Leave of Absence:**

A student who wishes to apply for a Leave of Absence should undertake the following steps:

- Meet with his/her adviser to discuss his intention to apply for a Leave of Absence; or, if needed, he may be referred to the guidance office for appropriate counseling
- Obtain from the Office of the Registrar and accomplish Leave of Absence Application Form and Petition for Withdrawal/Cancellation Form.
- obtain clearance from the Cashier's Office, Library, Director for Student Affairs and Services and other indicated offices indicated in the clearance form
- Seek the approval of the following in sequence: Program Head; Dean of the College; and VP for Academic Affairs.

Submit approved application for LOA form along with the accomplished clearance to the Registrar's Office for recording and filing

S. REQUEST DELAYED EXAM
a. Complete the Student Information and Reason for Delay Request sections**.**
b. Attach supporting documentation.
c. The student Sign and date the form.
d. The student submits the form to their instructor for review and approval.
e. If approved, submit to the registrar's office for final approval
f. Await notification of the decision and new exam schedule.

T. REQUEST FOR SIT-IN AND TUTORIAL CLASSES

- The College does not allow sit-in and tutorial classes.

U. GRADUATION REQUIREMENTS

a. Completion of Credit Units. Verify the total credit units required for the degree program, as follows:
- Ensure all credit units are completed by the end of the final semester.
- Maintain Minimum GPA
- Confirm the minimum cumulative GPA required (usually 2.0 or higher).
- Track GPA each semester to ensure meeting the requirement.
- Fulfill General Education Requirements
- Complete all general education or core courses specified by the program.
- Complete Major Requirements
- Finish all courses required for the major with passing grades.
- Meet Residency Requirement
- Earn the specified number of credit units at the institution awarding the degree.

b. Capstone/Thesis Completion. Complete any required capstone projects, theses, or comprehensive exams. Submit the project or thesis by the deadline.

c. Application for Graduation. Submit application for graduation to the registrar's office by the specified deadline. Fill out and submit any necessary forms and documentation.

d. Financial Clearance. Ensure all tuition fees and other financial obligations are fully paid. Obtain financial clearance from the institution's finance office.

e. Pass Exit Assessments. Complete any required exit exams or assessments for the program. Submit results to the registrar's office

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

if applicable.

f. Fulfill Internship/Practicum Requirements. Complete any required internships, practicums, or community service hours. Submit documentation of completed hours to the department.

V. Policies and Procedures on Withdrawal of Registration

Students must initiate the withdrawal process through the registrar's office by the official withdrawal deadline. Instructors cannot initiate a W grade. The specific withdrawal notation on the transcript will be determined by the date the withdrawal form is submitted (e.g., "W" before a certain date, "WP" after a certain date, indicating passing work completed).

A student who withdraws their registration within 14 days of the start of classes is entitled to retrieve the credentials submitted for enrollment.

a. Withdrawal Procedure

Within 14 days of the start of classes

- Request Withdrawal from to Registrar office
- Proceed to Program Head and College dean for Approval
- Submit approved form to registrar for recording
- Returned credentials submitted for enrollment.

Beyond 14 days
- Request Withdrawal from to Registrar office
- Proceed to Program Head and College dean for Approval
- Submit approved form to registrar for recording
- The Registrar's Office prepares and releases transfer credentials(TOR, Honorable Dismissal, Good Moral) within 14 working days from the date of receipt of the approved withdrawal request.

VIII. RECORDS MANAGEMENT

AUTHENTICATION OF RECORDS/DOCUMENTS

a. Students have the option to have their records/documents authenticated by this office.
b. The In-Charge of Requests will verify the authenticity of the record/document to be authenticated.
c. The remark "CERTIFIED TRUE COPY OF THE ORIGINAL" will be indicated on the machine copy, initialed by the In-Charge of Requests, and signed by the Registrar.
d. Students are obligated to pay the applicable fees for the authentication of records.
e. A Certificate of Authentication can also be requested, issued alongside machine copies of documents bearing the university seal and the signature of the Registrar.

FALSIFICATION OF CREDENTIAL, DOCUMENT OR RECORD

Falsification occurs when there is a modification, erasure, forgery of signatures of designated personnel, or any other alteration made to credentials, documents, or records. This constitutes a criminal act punishable under the Revised Penal Code.

a. Requests from the Civil Service Commission and agencies necessitating verification of documents submitted by students shall be promptly addressed.

b. Any student discovered falsifying academic records will be reported to the Office of Student Affairs for disciplinary sanctions.

PRODUCTION OF CERTIFICATIONS

A. The In-Charge of Requests is responsible for preparing only the certifications requested by the students.
B. A standardized form of certification for each type of request shall be utilized.
C. Uniform heading, format, style, and paper size for each kind of request shall be adhered to.
D. All certifications must include, as one of its features, a "verified correct" section to be signed by the concerned In-Charge of Registrar/Evaluator
E. The certification must also include, as one of its features, verification by

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

the Records In-Charge.

      F. The Registrar will only sign certifications that are in order.

      G. Certifications not generated by this office will not be accepted for signing and affixing the school seal.

PRODUCTION OF TRANSCRIPT OF RECORDS

a. The In-Charge of Requests is tasked with preparing only the requested transcripts of records by students.

b. The official paper for the transcript of records, following a uniform format and style, shall be used.

c. The transcript of records must include a control number and date of release.

d. The official transcript of records should accurately reflect the correct and complete name, middle name, and family name of the student.

e. The name on the transcript of records must match the name on the submitted birth certificate, with special attention to spacing, hyphenation, and the use of symbols.

f. The printed name must remain consistent across all pages of the transcript of records.

g. The transcript of records must include details such as the course, degree taken, date admitted, date of birth, and the name of the previous school attended.

h. For transfer students, the entrance data in the transcript of records should indicate the name of the former school.

i. For students in the Graduate Program, the entrance data should specify the degree obtained, the name of the school, and Special Order (SO) Number or Registry Number (for private schools).

j. The course, subject, descriptive title, number of units, and grades must be fully entered and clearly printed on the transcript of records.

k. Failure and incomplete grades, even if already repeated and passed or removed, should be indicated. Dropped subjects must also be noted.

l. The transcript of records must not contain any alterations, erasures, or typographical errors. In the event of an erasure, it should be signed by the Registrar.

m. Remarks for graduated students must include the degree obtained, the date of graduation (month, day, and year), and any honors received.

n. The transcript of records should bear the signature of the preparer, verifier, and the Registrar.

o. The transcript of records must be impressed with the school seal.

p. A documentary stamp is affixed and duly cancelled.

q. Transcripts of records not produced by this office will not be considered for signing.

REQUEST FOR ACADEMIC RECORDS

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

a. The In-Charge of Requests should promptly address requests from schools for Form 137 A, transcript of records, or similar records based on the certificate of transfer, as a matter of courtesy.

b. The concerned student should personally request their academic records. In cases where they cannot do so personally, they may authorize a proxy to request on their behalf.

c. Requests made by the Registrar personally for a second copy, to replace a lost or damaged copy, should be accommodated.

d. Requests for another copy of a record that was previously forwarded, upon written request, to another school in the Philippines cannot be fulfilled. The concerned party should be directed to the school to which the records were sent.

RELEASE OF RECORDS

a. Academic records are directly sent to the requesting school and cannot be entrusted to the former student unless authorized to hand-carry the record. It must be placed in a sealed envelope addressed to the concerned Registrar, with the flap bearing the signature of the Registrar.

b. The record should be an exact copy of the student's record, with correct descriptions of courses indicated. Erasures in records must always bear the signature or initials of the Registrar.

c. In cases where a subject with corresponding grades and units was inadvertently omitted, a certification in supplement to the already issued transcript of records is made and sent to the concerned school.

d. In cases where a subject, unit, or grade has a wrong entry or typographical error, a certification of correction is made and sent to the concerned school.

e. The released records shall bear the names and written signatures of the Registrar, the In-Charge of Records, and the one who prepared the record.

f. More than one copy of the transcript of records may be issued to requesting students as long as no copy previously issued was used for enrollment in another school in the Philippines.

g. Records released should always indicate the purpose for which the record will be used (e.g., "For Employment Purposes," "For Records Purposes," etc.). However, the following purposes are not allowed as requested by the student: "For Enrollment Purposes," "For Miscellaneous Purposes," "For Transfer Purposes," and "For General Purposes."

h. The In-Charge of Requests shall attend to requests and release the records promptly by having the requestor fill up the application for the request of the record. Release of records upon payment of the required fee is done by following the schedule: 3 days for certifications and 2 weeks for transcripts.

i. For a faster release of records, the fast lane for certifications and transcripts may be used, but at a higher fee.

j. All records to be released must be recorded in the record book of the university Registrar. The Record Book contains the following: control number, name of

CITY COLLEGE OF CAGAYAN DE ORO
AIM HIGHER

personnel who prepared the document.

ISSUANCE OF FORM TRANSCRIPT OF RECORDS, AND CERTIFICATIONS

a. Those in charge of requests are responsible for the preparation and issuance of transcripts of records and certifications.
b. The certification or record issued should always indicate the purpose for which it would be issued. A Transcript of Record is issued only once to the requesting school for purposes of admission.
c. Transcripts of Records/Certifications for purposes such as employment, records, evaluation, scholarship, promotion, or examination can be issued to requesting students. However, transcripts for enrollment, transfer, general, or miscellaneous purposes should not be used for remarks.
d. For graduates applying for a transcript of record (First Copy), a clearance is required. No graduated student shall be issued a Transcript of Records unless they have been cleared of all accountabilities.
e. Precautions to be observed:
   Under no circumstances shall the transcript of record be given to students or parents unless there is written permission from the school concerned. The Registrar is responsible for sending said records to the requesting school.
f. The student is required to pay the required fee for the Transcript of Record and certification. An official receipt of payment must be shown to the College Registrar for record purposes before signing.

ISSUANCE OF TRANSFER CREDENTIAL

a. A Transfer Credential is issued to a student who intends to transfer to another school and is only issued once.
b. A student who did not use their Transfer Credential to transfer to another school and wishes to return is obliged to surrender the Transfer Credential that was issued to them.
c. Before a Transfer Credential is issued, the student must submit a completed clearance form and pay the necessary amount.
d. The Registrar personnel in charge of issuing the Transfer Credential must ensure that the Transcript of Record is on file, and all subjects and grades are accounted for.
e. The Transfer Credential issued to a student shall always include a copy of grades.
f. The student is required to pay the necessary fee for the Transfer Credential.

ISSUANCE OF DIPLOMA

a. The diploma of a graduate student is issued only once during their

attendance at the Commencement Exercises.
b. Signatories on the diploma include the President, Dean of the College, and the Registrar.
c. The student is required to submit a completed clearance form before a diploma is issued. No graduated student shall be issued a diploma unless they have been cleared of all accountabilities.
d. For diplomas, the usual documentary stamps should be affixed and duly cancelled.
e. For the loss of diplomas, a second copy is no longer issued; instead, a certificate to that effect, certifying that the student had graduated and had already received their diploma, is given.
f. A machine copy of the diploma may be issued, but the party concerned should execute an affidavit before a notary public, stating the circumstances of loss or destruction. However, the words "machine copy or duplicate copy" should be indicated on the upper right-hand portion of the document and signed by the Registrar.

ISSUANCE OF A CERTIFICATION, RECORD AND DIPLOMA TO PROXY

The proxy must provide a written authorization from the owner of the academic record, confirming that they have been duly authorized to obtain the respective certification, record, or diploma.

RIGHTS OF STAKEHOLDERS

Rights of Parents

Sec. 8, Chapter 2, paragraph 2 of the Education Act of 1982 gives parents who have children enrolled in a school "the right to access to any official record directly relating to the children who are under the parental responsibility".

Rights of Students

Sec. 9. Chapter 2 of Education Act 1982 provides in addition to other rights, and subject to limitations prescribed by law and regulations, the student and the pupils in all school shall enjoy "the right to access to his own school records, the confidentiality of which the school shall maintain and preserve" and "the right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request."

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

DOCUMENT PROCESSING TIMELINE

- Request of Transcript   - 20 to 25 Working days

- Enrollment Verification   - 3 to 5 Working days

- Certificates   - 10-15 Working days

- Diplomas   - 25 to 30 Working Days

- Official Letters   - 5 to 7 Working days
  - Request Letter
  - Letter of Good Standing
  - Petition Approval/Denial Letter

Processing times for requests may be longer due to high volume, busy schedules, or the availability of required signatories. We appreciate your patience and understanding.

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

IX. GRADING SYSTEM

Rationale

The outcomes-based education (OBE) approach places students at the center of the educational process and emphasizes their acquisition of knowledge, skills, and attitudes that prepare them for real-world challenges. The proposed grading system for City College of Cagayan de Oro aligns with this approach, ensuring that assessments directly measure students' progress towards achieving predetermined educational goals. It promotes active learning, transparency, and a fair and comprehensive evaluation of students' academic performance, ultimately contributing to their holistic development.

This grading system provides clarity to students on what they're expected to learn, timely feedback, and a transparent evaluation process that fosters accountability. It empowers them to take ownership of their learning journey, identify their strengths and weaknesses, and take appropriate actions to improve their academic performance. The system aligns with the vision of City College of Cagayan de Oro to provide quality education that prepares students for the challenges of the 21st century. It promotes a student-centric approach that prioritizes learning outcomes and prepares students for success in their future careers by developing critical thinking, problem-solving, and communication skills.

Components and Weighting

- **Class Standing (70% of Prelim/Midterm/Final Class Standing):**
  - This category emphasizes consistent performance throughout the semester.
  - It breaks down into various activities:

-
  -
    - **Mastery Test (20%):** Evaluates knowledge retention and application of key skills.
    - **Written Works (20%):** Measures critical thinking, information literacy, and ability to analyze problems. It provides opportunities to practice writing skills, analyze information, and demonstrate understanding.
    - **Product/Performance (30%):** Assesses practical application of knowledge and skills through projects or presentations.
    - **Term Examination (30%):** Evaluates comprehensive understanding of course material through a more substantial exam.
  - The weighting within Class Standing reflects the relative importance of each activity in achieving learning outcomes.

- **Exams (30% of Prelim/Midterm/Final):**
  - Standardized exams assess overall knowledge acquisition and comprehension.
  - The weighting increases across semesters (Prelim < Midterm < Final) reflecting the expectation of deeper understanding as the course progresses.

Cumulative Grading:

- Prelim, Midterm, and Final Grades:
  - The course is divided into stages with weighted grades reflecting progress at each point.
  - The Midterm Grade considers both the Prelim performance and a new evaluation through the Tentative Midterm Grade.
  - The Final Grade similarly builds upon the Midterm and culminates in the Tentative Final Grade.
  - This cumulative approach ensures a comprehensive picture of student learning throughout the semester.

Grading Standard: Cumulative Grading System

Prelim Grade = (70% Class Standing) + (30% Prelim Examination)

Class Standing = (20% Mastery Test + 20% Written Works + 30% Product/Performance + 30% Term Examination)

Midterm Grade = 1/3 Prelim Grade + 2/3 Tentative Midterm Grade (TMG)
Tentative Midterm Grade (TMG) = (70% Class Standing) + 30% Midterm Exam
Class Standing = (20% Mastery Test + 20% Written Works + 30% Product/Performance + 30% Term Examination)

Final Grade = 1/3 Tentative Midterm Grade (TMG) + 2/3 Tentative Final Grade (TFG)

Tentative Final Grade (TFG) = (70% Class Standing) + 30% Final Exam
Class Standing = (20% Mastery Test + 20% Written Works + 30% Product/Performance + 30% Term Examination)

Point System. **The following shall be each grade's corresponding percentage equivalent and descriptive rating:**

Grade Point Equivalence	% Equivalent	Description
1.0	98-100%	Excellent
1.25	95-97%	Outstanding
1.50	92-94%	Very Highly Satisfactory
1.75	89-91%	Highly Satisfactory
2.00	85-88%	Satisfactory
2.25	82-84%	Moderately Satisfactory
2.50	79-81%	Less Satisfactory
2.75	77-78%	Better than passing
3.00	75-76%	Passing
5.00	74% and below	Failure
W		Withdrawn
NC		No Credit
INC		Incomplete
D		Dropped

W (Withdrawn): W grade is assigned when a student officially withdraws from a course after the add/drop deadline but before the official withdrawal deadline as defined in the academic calendar. This grade does not affect a student's GPA but will appear on the transcript.

NC (No Credit): An NC grade is assigned for administrative reasons, such as non-payment of tuition or failure to meet attendance requirements. This grade does not

affect a student's GPA but will appear on the transcript and may have negative academic consequences

INC (Incomplete): An INC grade is assigned when a student is unable to complete all coursework due to documented circumstances beyond their control, such as a serious illness or documented family emergency. The student must have completed a significant portion of the course (as defined by the instructor) and be in good academic standing prior to requesting an INC.

D (Dropped): A D (Dropped) grade is assigned to students who exceed the allowed number of absences or fail to meet the attendance requirements set by the institution. The purpose of this grade is to enforce academic standards and promote student involvement by serving as a consequence for attendance-related issues.

Latin Honors Policy. The eligibility criteria are reflected below.

All colleges through the Dean shall determine and evaluate the academic performance of their honor students and shall present and defend the official list to the Committee on Honors and Awards (COHA) composed of the Vice President for Academic Affairs, as Chairman, and the Director for Curriculum and Instruction, Director of Student Affairs and Services, and College Registrar, as members.

Undergraduate students will graduate with honors if their weighted averages, calculated to the second decimal place, fall within the following range:

- Summa Cum Laude : 1.00 – 1.25

- Magna Cum Laude: 1.26 – 1.50

- Cum Laude: 1.51 – 1.75

- Honorable Mention: 1.76 – 2.00

Special Academic Excellence Award- Given to an honor students but failed to meet the conditions stipulated in 6.2-6.9

Specific conditions that graduation honors must comply:

SUMMA CUM LAUDE

a) The student must have no grade below 1.5 in any subject.

b) The student must have removed the INC within the prescribed period following the last regular final examinations by taking and passing a special examination after which the students receive a final grade for overall performance.

However, it must be understood that the INC is given only to students who failed to take the final examination except for those enrolled in pure research subject which considers research output as part of the final exam.

c) The student must have taken the required number of credits

each semester.

d) The student must have enrolled in the necessary number of units each semester as prescribed by its curriculum.

e) The student must have no dropped subjects.

f) The student must not have a record of guilt or disciplinary actions as certified by the Committee on Student Discipline.

g) The student must possess high moral standards. Disqualification from honors or awards can occur based on a legitimate grievance raised by any member of the Academic Community.

MAGNA CUM LAUDE

a) The student must have no grade below 1.75 in any subject.

b) Met requirements b, c, d, e, f, and g.

CUM LAUDE

a) The student must have no grade below 2.0 in any subject.

b) Met requirements b, c, d, e, f, and g.

HONORABLE MENTION

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

a. The student must have no grade below 2.25 in any subject.

B. Met requirements b, c, d, e, f, and g.

Transfer students seeking honors must have completed at least seventy-five percent (75%) of the total units required for graduation at the institution and must have resided on campus for at least three years before graduation.

Transfer students who received a failing grade in a course required for their curriculum at the school will not be eligible for honors unless they enroll in all the required courses, even if they have previously taken them at another institution.

The calculation of the grade for honors consideration must account for all credits earned in the final weighted average of graduating students. Only regular students are eligible for awards. Regular students are those who have not missed any classes or exhibited erratic behavior during the course of their study.

When a lower course load was necessary due to legitimate reasons, the justification must be confirmed by the relevant authority when the underload occurred. This ensures that graduating students may still be eligible for honors.

Class Valedictorian

The Class Valedictorian represents the graduating class and embodies the ideals and aspirations of City College of Cagayan de Oro. He/ She is chosen from among the outstanding student awardees (preferably with Latin honors such as Summa Cum Laude, Magna Cum Laude, Cum Laude) of the different colleges, following criteria set by the Committee on Honors and Awards (COHA).

a. The guidelines and criteria for selecting the Class Valedictorian at City College of Cagayan de Oro are outlined below:

b. Academic Excellence: The class valedictorian should demonstrate

outstanding academic achievement.

c. Character and Leadership: The class valedictorian should embody qualities of integrity, leadership, and character as evidenced by his/her college experience and track record. The following criteria must be considered:

- Positive Influence: Contributions to the college community through mentorship, collaboration, or advocacy.

- Community Involvement: Participation in student organizations, volunteer work, or community service.

- Leadership Roles: Holding leadership positions within campus clubs, committees, or student government.

- Communication Skills: The class valedictorian should manifest strong public speaking and communication skills, articulate ideas clearly and engage the audience, and be capable of developing a speech that is inspirational, reflective, and relevant.

- Inclusivity and Impact: The class valedictorian must have positively impacted their peers and the college community through his inclusive attitude and contributions that benefited others.

- Faculty and Peer Recommendations: Faculty and peers may be involved in the selection process and may submit recommendations highlighting the student's academic prowess, character, and contributions.

- The Class Valedictorian shall speak on behalf of the graduates during the Commencement Exercises. The choice of the Class Valedictorian is a prerogative of the Committee on Honors and Awards (COHA) and no student, faculty or Administrator can demand or claim it as a matter of right.

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

Dean's List

In line with the vision and mission of City College of Cagayan de Oro, the semestral convocation is held to honor students who perform exceptionally well. To qualify for the Dean's Honor List, students must meet the following criteria:

- **GPA Requirement.** The students must have a GPA of 1.75 or higher, with no grade below 2.00.

- **Course Load.** The student must be enrolled in at least 18 units for the semester.

- **Attendance.** The student must not have dropped any courses after registration or missed too many classes.

- **Conduct.** The student must demonstrate good behavior. Issues like drug use, misbehavior, or poor health due to alcoholism or bad habits can disqualify a student.

These guidelines ensure that students on the Dean's Honor List reflect the high standards of City College of Cagayan de Or

CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER