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NSTP Procedures
Motivation

Compliance with NSTP Law.
Section 4c:

Program of study (syllabus) and enrolment forms shall bear the NSTP without stating therein the three components.
NSTP Law IRR

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Program of study (syllabus) and enrolment forms shall bear the NSTP without stating therein the three components. There shall be an orientation for all NSTP enrolled to be jointly conducted by the ROTC, CWTS, and LTS coordinators/implementers. Students enrolled in the first semester of the freshmen year be made to undergo a common module phase for 25 hours training period. Subjects covered are: citizenship training, drug education, disaster awareness, and preparedness and management; environmental protection; and other national security concerns.
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What is it?

Set of registration procedures for NSTP courses.
NSTP Common Module  The 25-hour common module.
Glossary

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**NSTP Generic**  The generic 3-unit NSTP course. Also known as **NSTP** in Class Submission.
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Integrated Class  Two individual classes that should be taken at the same semester, usually prerequisites. E.g., Hapon 10-11 (Hapon 10 is the prerequisite of Hapon 11).
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NOTE: NSTP Common Module and NSTP should be offered as integrated classes. NSTP Common module has no grade.
All students will be redistributed to the corresponding program component after the 25-hour module.

1 More information in NSTP Registration Flowchart.
Specifications\textsuperscript{1}

- All students will be redistributed to the corresponding program component after the 25-hour module.
- Students who would like to take components offered in other academic units need to undergo normal Change of Matriculation.

\textsuperscript{1}More information in NSTP Registration Flowchart.
Specifications

- All students will be redistributed to the corresponding program component after the 25-hour module.
- Students who would like to take components offered in other academic units need to undergo normal Change of Matriculation.
- Forms need to be printed: Class Redistribution Masterlist and Form 26A-1 (Class Redistribution form).

More information in NSTP Registration Flowchart.
Units should start offering their NSTP component classes on **August 12, 2013**.
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Class Redistribution Module would be opened on **August 19, 2013**. Units should start redistributing students from their offered NSTP Generic courses to their corresponding program components during this time.
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The NSTP Common Module 25-hour period will end on **August 23, 2013**.
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The NSTP Common Module 25-hour period will end on **August 23, 2013**.

Actual NSTP ChangeMat period is scheduled on **August 26, 2013 to August 30, 2013**.
Reports

- Less Than X-Unit Ineligibility Rule
- Passed At Least X-Units Rule
- Percentage Passing Report
Support for ineligibility tagging, since some colleges tag all as ineligible while others do not just to ensure all students passed $x$ units. Percentage passing modified to add number of units without grade.
What is it?

**Less Than X-Unit Ineligibility Rule** Report of the students who did not pass at least x-units for a given academic year.
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**Passed At Least X-Units Rule** Report of the students who passed at least $x$-units for a given academic year. This can be used to determine the students whose ineligibility can already be lifted.

**Percentage Passing Report** List of students with percentage of passing (per Semester).
Advantages

- **Convenience**: colleges can easily identify students who passed or did not pass x units and keep an excel file as long as they have access to CRS.
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- **Ineligibilities**: only students who did not satisfy \( x \) units can be tagged as ineligible per college retention rules.
Advantages

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- **Ineligibilities:** only students who did not satisfy x units can be tagged as ineligible per college retention rules.

- **Instant:** these reports update themselves as grades are submitted: just regenerate the reports.
Projected Release Date

**July 23, 2013** on College role accounts.
Announcements Management
Most users are overwhelmed by too much information in the login page that they do not anymore read announcements; therefore, they tend to skip announcements intended for them.
Enables different academic units to post and manage targeted announcements and intended recipients can view them in their corresponding home pages.
Announcer  Can post and modify announcements
Glossary

**Announcer**  Can post and modify announcements

**Subscriber**  Can read posted announcements
**Glossary**

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**Subscriber**  Can read posted announcements

**Newsgroup**  A group of people subscribed on a topic of interest.
Two types of users: announcer and subscriber.
Specifications

- Two types of users: announcer and subscriber.
- A user can be a member of one or more newsgroups, and can be an announcer in some while being only a subscriber in others.
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- A user can be a member of one or more newsgroups, and can be an announcer in some while being only a subscriber in others.
- Only allowed formatting: **bold**, *italic*, *underline*, strikethrough, lists (numbered and bullets), tables
- Not allowed: links, images, audio, video, custom scripts, custom styles, file uploads
Advantages

- **Targeted:** College of Science can make announcements relevant only for CS students.
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- **Contained:** Only CS students can see announcements posted in CS newsgroup.
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- **Instant**: Once an announcement is posted on a newsgroup, its subscribers can see immediately the new announcement.
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- **Targeted:** College of Science can make announcements relevant only for CS students.

- **Contained:** Only CS students can see announcements posted in CS newsgroup.

- **Instant:** Once an announcement is posted on a newsgroup, its subscribers can see immediately the new announcement.

- **Summarized:** Users can easily see announcements on their home screens. For users with multiple newsgroup memberships, a summary of all announcements for each newsgroup are displayed.
Current Limitations

- Users need to log in to see targeted announcements, i.e., no off-site notifications yet.
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- Newsgroups are currently limited to the college and department levels (no role-based newsgroups yet).
Acceptable use policy:
Issues

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  - Rules and regulations; monitoring
Issues

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  - What can, and cannot, be posted?
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- Guidelines: standard format, if any.
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- **Guidelines:** standard format, if any.

- **Access/rights:**
Issues

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- What can, and cannot, be posted?
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- Will sanctions be imposed to violators?

Guidelines: standard format, if any.

Access/rights:
- Delegations and responsibilities.
- Do not delegate to RA accounts
Projected Release Date

TBA (pending resolution of issues)
Automated Leave of Absence
Motivation

To complete electronic processing of registration activities.
Set of modules to support a fully-electronic LOA transaction, from student application, obtaining clearance from various units, and payment and printing of necessary forms.
Specifications

1. Student applies online, specifying a term span.

\[More	ext{ information in LOA Flowchart.}\]
Specifications

1. Student applies online, specifying a term span.
2. Involved person(s) and/or units clear the student.

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1. Student applies online, specifying a term span.
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3. After all approvals have been sought, student can then be assessed.

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Specifications

1. Student applies online, specifying a term span.
2. Involved person(s) and/or units clear the student.
3. After all approvals have been sought, student can then be assessed.
4. After payment, student is then tagged as LOA for the time period being applied.

^2More information in LOA Flowchart.
Specifications\(^2\)

1. Student applies online, specifying a term span.
2. Involved person(s) and/or units clear the student.
3. After all approvals have been sought, student can then be assessed.
4. After payment, student is then tagged as LOA for the time period being applied.
5. Student can cancel his/her application anytime before being assessed.

\(^2\)More information in LOA Flowchart.
Advantages

- **Convenience:** Students can apply anytime they want, and units can approve whenever they want (taking into account deadlines).
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- **Convenience:** Students can apply anytime they want, and units can approve whenever they want (taking into account deadlines).

- **Real time:** Once the student pays the LOA fee, it will automatically reflect in his/her CRS account as well as in the class list(s) he/she belongs to.
Projected Release Date

TBA
Class Delegations and Block Section Management
Motivation

One-stop enlistment for early enrollees, especially GE domain subjects.
Enables units to reserve a part of a (or a whole) class and delegate it to several units, in which the receiving unit can treat it as a class which they can enlist and cancel students from as well as add/remove restrictions.
Offering Unit  The unit that offers the class.
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**Delegated Class**  The class that will be given, in whole or in part, by the offering unit to other units.
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**Receiving Unit**  The unit that receives the delegated class.
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**Delegated Class**  The class that will be given, in whole or in part, by the offering unit to other units.

**Receiving Unit**  The unit that receives the delegated class.

**Relinquishment**  The act of returning the delegated class to its offering unit.
Specifications

1. Units request some classes from other unit(s).
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1. Units request some classes from other unit(s).
2. Offering unit decides which class(es) to distribute.
3. Offering unit sets aside a class or part of a class and delegates it to the requesting/receiving unit.
4. Receiving unit can then enlist to/cancel from their delegated class and modify restrictions if need be.
5. Unfilled slots from delegated classes can be returned to the delegating unit after some amount of time or set date.
Advantages I

- **Convenience:** One-stop enlistment for students since they can enlist/cancel slots on their home unit.
Advantages II

- **Efficiency**: Slots from a single class can be delegated to multiple units; students need not go to the offering unit just to enlist/cancel classes.

- **Distributed queues**: Queueing for classes are not anymore limited to offering units, thus significantly reducing length of student lines.
Request from some academic units.
Enables units to design blocks consisting of several classes, if desired.
Specifications

- Various classes can be consolidated together in a block.
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- No partial enlistments: students enlisted in a block should get all the classes in a block or none at all, and students cancelled in a class which is a part of a block should be cancelled in the other classes as well.
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- Delegated classes can be also part of a block.
- Blocks will be implemented in Preenlistment and Class Enlistment modules.
Advantages

- **Blocking**: Units can easily form blocks for students that can be filled during the preenlistment period and regular registration.
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- **Blocking**: Units can easily form blocks for students that can be filled during the preenlistment period and regular registration.

- **Convenience**: Students opting to be part of a block will have less classes to manually enlist during the registration period.
Issues

- Unintentional delegations: how to return?
Issues

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- Relinquishment of delegated classes: manual and automated
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- Re-delegation of already-delegated classes?
- Implication of dismantling blocks: once dismantled, no record of block enlistments.
- Restrictions of classes in a block will be overridden by block-level restrictions.
Projected Release Date

September 30, 2013 for both modules.
Clearance
Motivation

To speed up issuance of clearance slips of students.
Module to verify and issue clearance for students. This is also a prerequisite for the TOR modules.
Specifications

- Utilizes Ineligibility Management module to determine if student has various accountabilities in different units.

3 More information in Clearance Flowchart.
Specifications

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- Prints clearance (and other) forms that can be used for other university transactions (TOR, Diploma, etc.)

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Specifications

- Utilizes Ineligibility Management module to determine if student has various accountabilities in different units.
- Prints clearance (and other) forms that can be used for other university transactions (TOR, Diploma, etc.)
- Student can be only cleared if all accountabilities have been settled (i.e., temporarily-waived accountabilities will not be considered as cleared).

\[^3\text{More information in Clearance Flowchart.}\]
Advantages

- **Convenience:** OUR can easily decide if a student can be cleared or not, and students can easily see in their own accounts their satisfied and/or unsatisfied accountabilities.
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- **Convenience:** OUR can easily decide if a student can be cleared or not, and students can easily see in their own accounts their satisfied and/or unsatisfied accountabilities.

- **Real time:** Accountabilities encoded by various units can be seen by OUR as well as the student the moment they are entered into the system.
Advantages

- **Convenience:** OUR can easily decide if a student can be cleared or not, and students can easily see in their own accounts their satisfied and/or unsatisfied accountabilities.

- **Real time:** Accountabilities encoded by various units can be seen by OUR as well as the student the moment they are entered into the system.

- **Efficiency:** OUR can issue clearances faster since some encoding can be eliminated (e.g., basic student details and their accountabilities); students will be informed of their accountabilities.
Students can be erroneously cleared if units did not encode their accountabilities using the Ineligibility Management module. This module would be only effective if units do their part in encoding their accountabilities.
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Set official deadline for units to encode accountabilities per semester to mark the start of clearance processing.
Modules in the Pipeline

- Transcript of Records series
- Faculty Service Record
- Curriculum Checking series