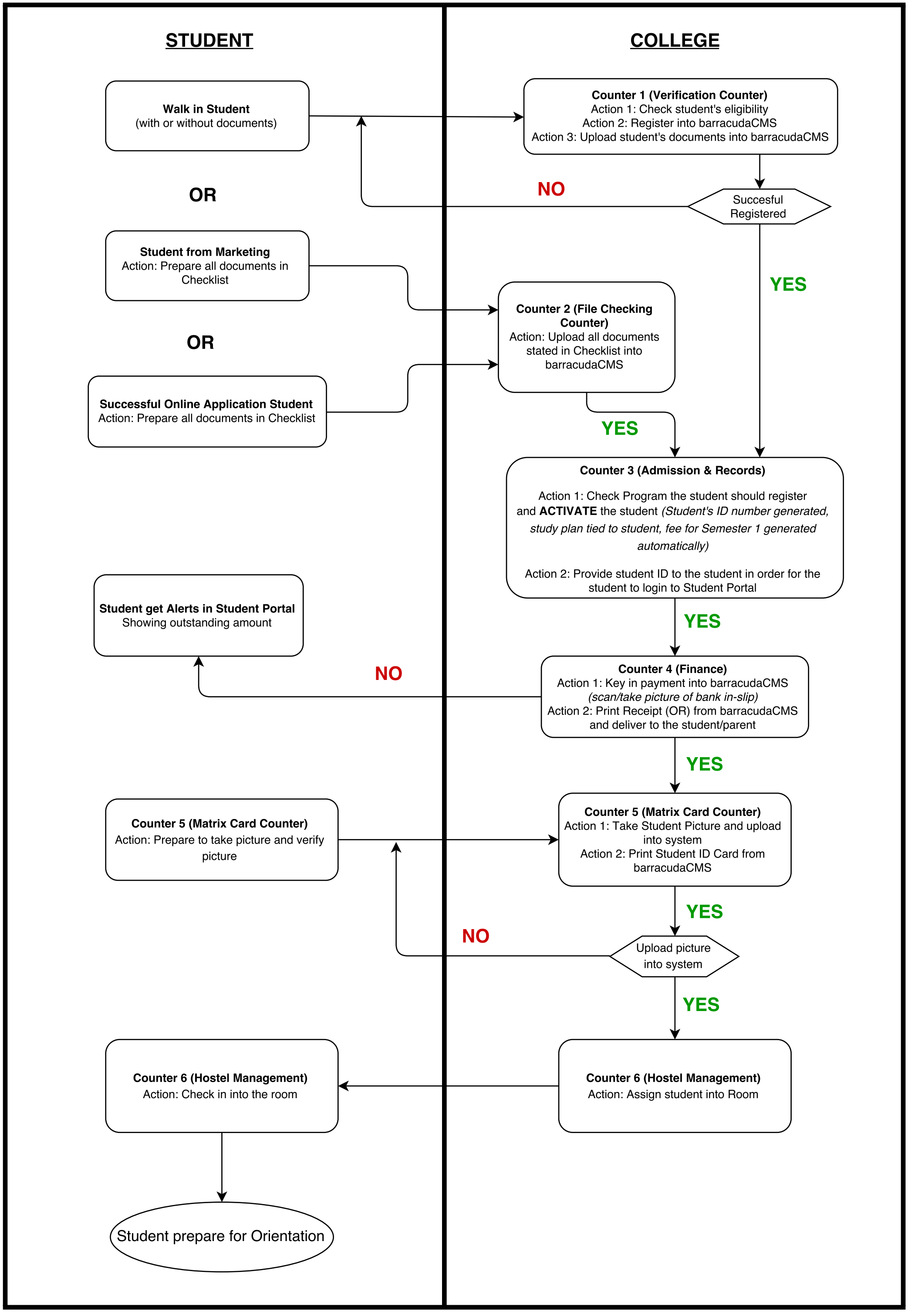
STUDENT
COLLEGE
Walk in Student
(with or without documents)
OR
Student from Marketing
Action: Prepare all documents in Checklist
OR
Successful Online Application Student
Action: Prepare all documents in Checklist
Counter 1 (Verification Counter)
Action 1: Check student's eligibility
Action 2: Register into barracudaCMS
Action 3: Upload student's documents into barracudaCMS
NO
Succesful Registered
YES
Counter 2 (File Checking Counter)
Action: Upload all documents stated in Checklist into barracudaCMS
YES
Counter 3 (Admission & Records)
Action 1: Check Program the student should register and ACTIVATE the student (Student's ID number generated, study plan tied to student, fee for Semester 1 generated automatically)
Action 2: Provide student ID to the student in order for the student to login to Student Portal
YES
Student get Alerts in Student Portal
Showing outstanding amount
NO
Counter 4 (Finance)
Action 1: Key in payment into barracudaCMS (scan/take picture of bank in-slip)
Action 2: Print Receipt (OR) from barracudaCMS and deliver to the student/parent
YES
Counter 5 (Matrix Card Counter)
Action: Prepare to take picture and verify picture
Counter 5 (Matrix Card Counter)
Action 1: Take Student Picture and upload into system
Action 2: Print Student ID Card from barracudaCMS
YES
NO
Upload picture into system
YES
Counter 6 (Hostel Management)
Action: Check in into the room
Counter 6 (Hostel Management)
Action: Assign student into Room
Student prepare for Orientation