

De La Salle Lipa



ACADEMIC ADVISING

the De La Salle Lipa *Experience*

What is Academic advising?

AA is the process of giving direction to students

- Academic Orientation**
- Enrollment Advising**
- Other academic concerns from Admission to Graduation**

Institutionalize Academic Advising?

- **ACADEMIC ADVISING vis-à-vis ONLINE ENROLLMENT ISSUES & CONCERNS**
 - **Student Population**
 - **System Limitations**
 - **Flexibility & considerations**

Institutionalize Academic Advising?

- **EVOLVING ACADEMIC POLICIES**
 - Retention & Dismissal
 - Curriculum & Pre-requisites
 - Course Equivalencies
 - Overload
 - K to 12 implementation

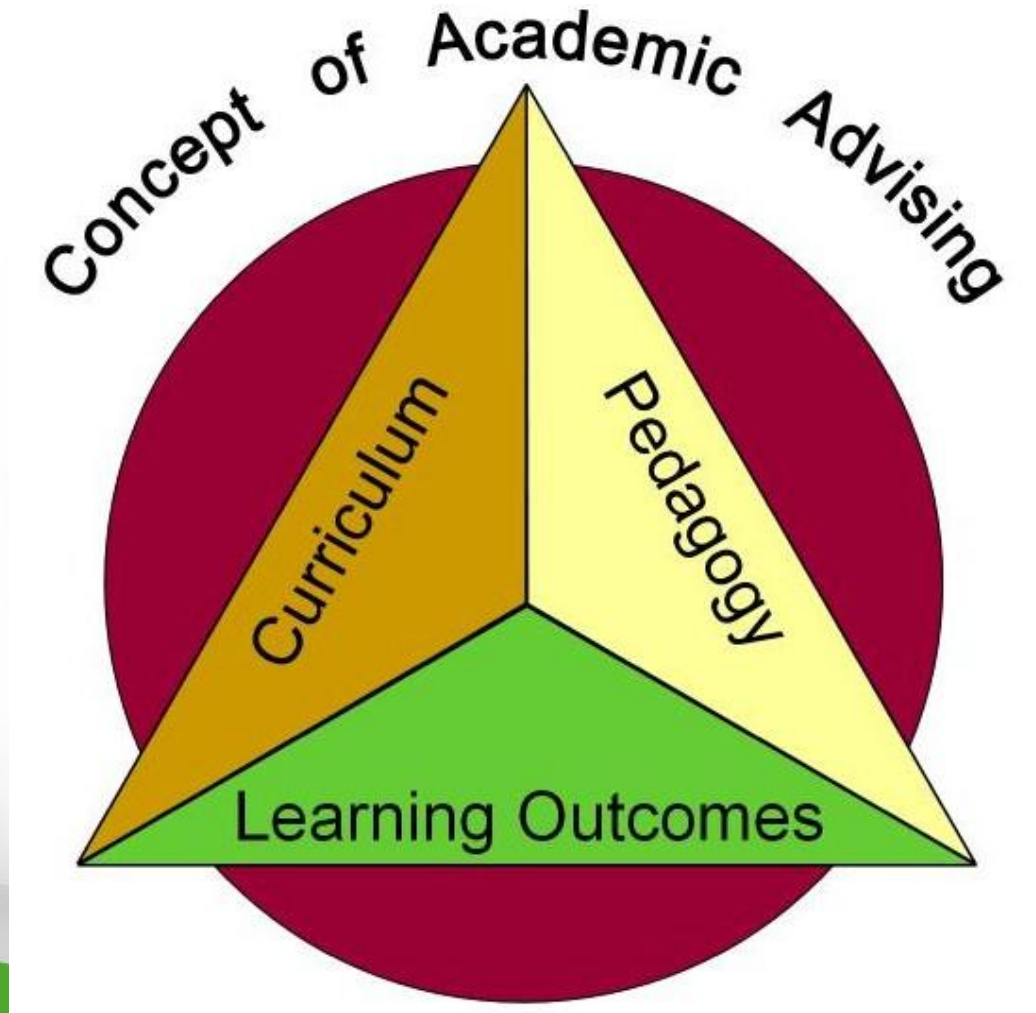
HISTORY

Started - AY 2002-2003

Instituted as a response to:

- Academics & non-academics**
- Admission to Graduation**
- Attrition Rate**

ACADEMIC ADVISING FRAMEWORK



LEVEL OF DEPLOYMENT

In operation

– for more than 14 years

already

– servicing to more than

6,000 students

ISSUES & CONCERNS

- **Communication and**
- **coordination**
- **Advisers are not paid**
- **Errors in enrollment advising**
 - **Adherence to policies**

the PRACTICE

There is a great opportunity to improve advising

–but there is no authority to improve

To establish accountability and authority,

–The AA structure was created

The EVIDENCE - 1

Decine in the attrition rate

The EVIDENCE - 2

PAASCU Findings –BEST PRACTICE

The EVIDENCE - 3

**Official Recognition of
the Revised Structure
–Academic ADVISING
approval**

STRUCTURE

The Academic Advising
–Directly supervised by
the School Registrar

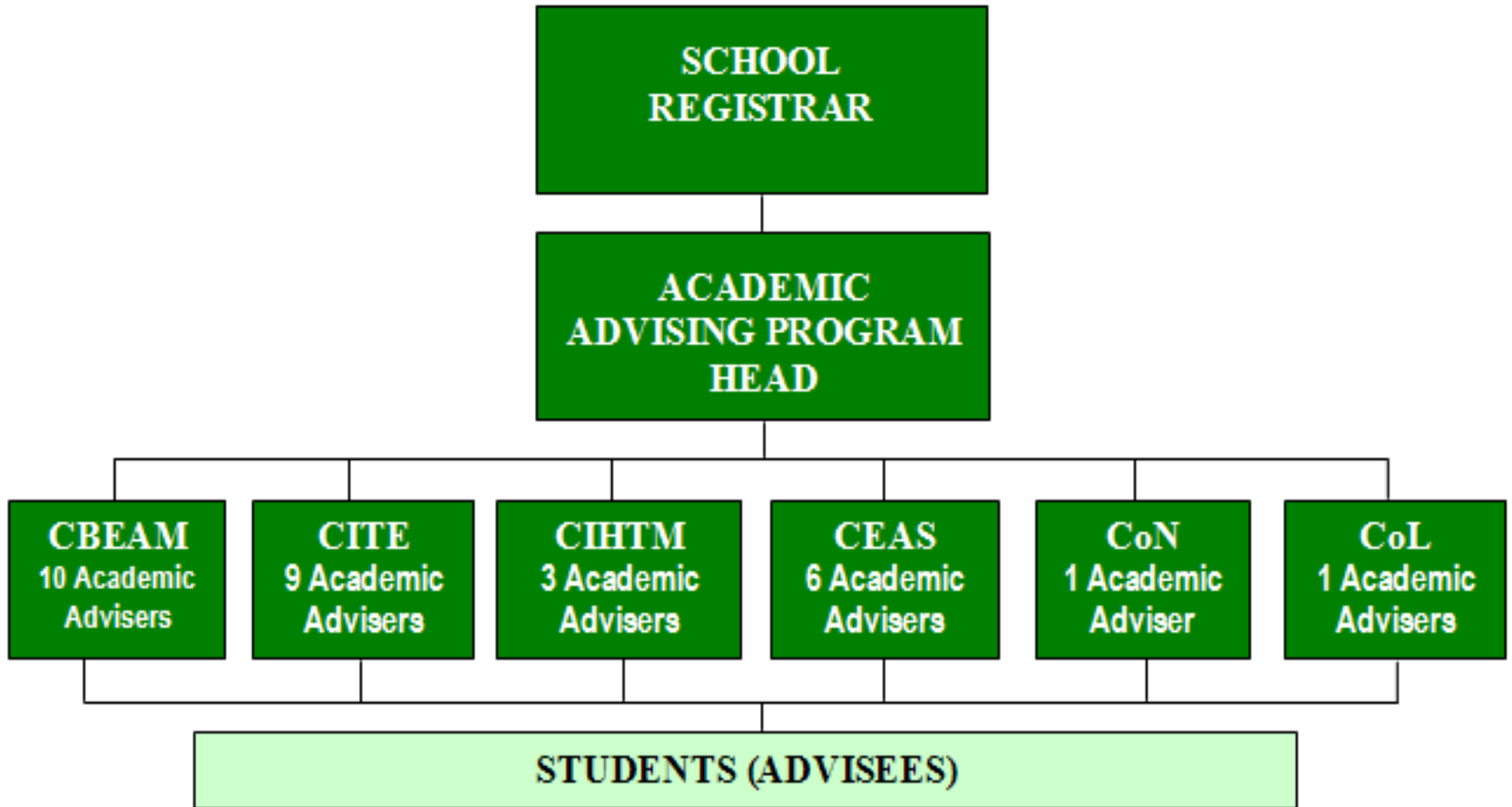
ACADEMIC ADVISING PROGRAM HEAD

- **Supervises all Academic Advisers**

ACADEMIC ADVISERS

- **Assist students during enrolment, enrollment adjustments, overload, Tutorials and Special Classes etc.**
- **Keep track on the students' academic performance and ensure students' success from Admission to Graduation.**

ACADEMIC ADVISING STRUCTURE



ACADEMIC ADVISING

STANDARD FORMS

CURRICULUM-FLOW CHART

College of International Hospitality and Tourism Management

ACADEMIC ADVISING FORM

Student Name: _____ School Year: _____ Student Number: _____ Contact #: _____

Surname Firstname Middle Initial

Address: _____ Birthdate: _____ Email: _____

Father: _____ Occupation: _____ Contact #: _____

Mother: _____ Occupation: _____ Contact #: _____

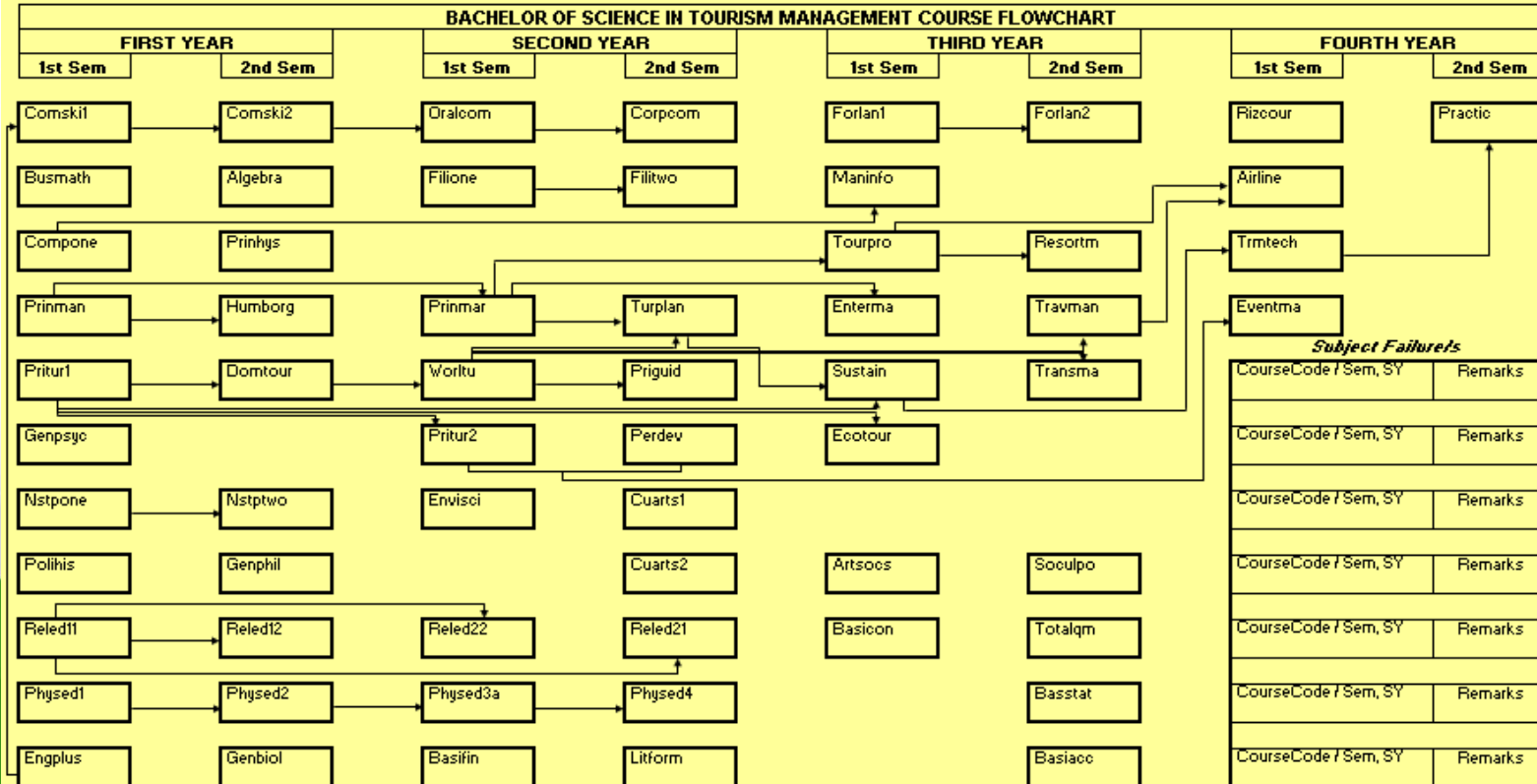
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DE LA SALLE LIPA
College of International Hospitality and Tourism Management
Tourism Department



BACHELOR OF SCIENCE IN TOURISM MANAGEMENT COURSE FLOWCHART



PRE-REQUISITE APPLICATION FORM



DE LA SALLE LIPA

OFFICE OF THE ACADEMIC ADVISER

J.P. Laurel National Highway, Lipa City 4217, Batangas, Philippines
Official Web Site: <http://www.lslipa.edu.ph>

AA-Form No. 03

APPLICATION FOR ENROLLMENT OF PRE-REQUISITES

Date Requested: _____

I, _____ a student this _____ Semester of
School Year _____ - _____ would like to request that I be allowed to take the following subjects:

COURSE CODE	COURSE DESCRIPTION	PREREQ	UNITS

I understand that there is an existing guideline regarding taking of subjects with pre-requisites and that I am willing to be subjected to the existing guideline regarding the rule on prerequisites.

Guideline: Subject(s) passed without the necessary pre-requisite(s) will be repeated (i.e. pre-requisite subjects are either failed or dropped/ not taken during the semester when the succeeding subjects are enrolled and passed)

STUDENT'S SIGNATURE
Over Printed Name

PARENT'S SIGNATURE
Over Printed Name

Recommended for Approval:

ACADEMIC ADVISER

DEPARTMENT/ AREA CHAIR

Approved:

DEAN
CBEAM/CEAS/CITE/CIHTM/CoN/CoL

ASSISTANT REGISTRAR Clearance On-Hold

REGISTRAR

Notes:

1. Submit this form to your Academic Adviser before enrollment for monitoring purposes.
2. Allowable total number of credits based on the curriculum including the requested subjects.

REVISED - APRIL 2015

APPLICATION FORM for TUTORIAL



DE LA SALLE LIPA
OFFICE OF THE ACADEMIC ADVISING
 1962, J.P. Laurel National Highway, Lipa City, Batangas, Philippines
 Trunklines (+63 43) 756 2491 / 756 1849 / 756 2391
 Fax (+63 43) 756 3117 www.dls.edu.ph

AA-Form No. 02

APPLICATION FORM FOR TUTORIAL CLASSES

Student Name: _____ Student No.: _____ Year Level: _____
 Course: _____ Email Add: _____ Contact Number: _____

REMAINING SUBJECTS FOR NEXT SCHOOL YEAR- BASIS FOR APPROVAL OF TUTORIAL REQUEST

First Sem - Subjects	Units	Second Sem - Subjects	Units	Summer - Subjects	Units
Total Units		Total Units		Total Units	

Notes: This application form for tutorial classes shall be issued only if the student is found eligible to graduate in any semester or until summer of next school year based on the accomplished AA-Form No. 1, signed and approved by the Academic Adviser. This form shall be submitted to OCR on the first week of classes for the issuance of the Tutorial Form. Tutorial classes is included in the maximum allowed units for the semester.

STUDENT'S SIGNATURE OVER PRINTED NAME

ENDORSEMENT FOR TUTORIAL CLASSES

To: Curriculum & Evaluation In-Charge – Office of the College Registrar through the Assistant Registrar:

This is to certify that based on our evaluation of the student's academic record, this student is expected to complete all his curricular requirements by the end of _____. (Please check appropriate semester of projected graduation)

First Semester SY _____ Second Semester of SY _____ Summer of SY _____

Please issue Tutorial forms for the following subjects:

COURSE CODE	COURSE DESCRIPTION	UNITS

Endorsed by:

ACADEMIC ADVISER'S SIGNATURE OVER PRINTED NAME

Date

APPLICATION FOR GRADUATION



DE LA SALLE LIPA

OFFICE OF THE REGISTRAR

J.P. Laurel National Highway, Lipa City 4217, Batangas, Philippines
 Tel./Nos. (43) 756-1848, 756-1887, 756-2391, 756-2491, 757-2011
 Fax: (63-43) 861-1781. Official Web Site: <http://www.dlsil.edu.ph>

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APPLICATION FOR GRADUATION

NOTE TO THE STUDENT: All entries in this form must be in your handwriting. Submit this form fully accomplished to the Office of the College Registrar on or before July 28, 2008.

PERSONAL DATA

Name: _____ (Family Name) (Given Name) (Middle Initial)	
<i>My name written above is the same with my name written in my NS O Authenticated Birth Certificate</i> Yes () No ()	
Complete Mailing Address: _____ (No. of House, Street, Subdivision, City/Town, Province, Postal Code)	
E-mail Address: _____	Citizenship: _____
Tel. No./Mobile No.: _____	Gender: _____
Date of Birth: _____	Religion: _____
Age: _____	Civil Status: _____
Place of Birth: _____	Height: _____

Degree Applied For: _____ Major: _____

Expected Date of Graduation: () October _____ () March _____ () Summer _____



Honors/Awards/Distinctions Received:

Elementary: _____
 Secondary: _____
 Tertiary: _____

Expected Award: (please check)	<input type="checkbox"/> Loyalty Award (Grade 1 up to College)
	<input type="checkbox"/> Academic Honors Award
	<input type="checkbox"/> With Academic Distinction <input type="checkbox"/> Cum Laude
	<input type="checkbox"/> Magna Cum Laude <input type="checkbox"/> Summa Cum Laude
	<input type="checkbox"/> others please specify _____
	CGPA as of _____ of SY _____ Lowest Grade _____
	Total Number of Failure/s _____ Total Units of Failure/s _____
	<input type="checkbox"/> Special Awards
	<input type="checkbox"/> St. John Baptist De La Salle <input type="checkbox"/> St. Benilde
	<input type="checkbox"/> St. Bro. Miguel <input type="checkbox"/> St. Bro. Martin Mane
	<input type="checkbox"/> Blessed Bro. Solomon <input type="checkbox"/> Bro. Hugh Wester
	<input type="checkbox"/> Bro. Henry Virgil <input type="checkbox"/> Bro. Hugh Damien
	<input type="checkbox"/> Leadership Award <input type="checkbox"/> President's Award
	<input type="checkbox"/> others please specify _____

APPLICATION FOR GRADUATION

Membership in School Organization: _____

Membership in Organization Outside DLSL: _____

PRIMARY COURSE	SCHOOL ATTENDED	SCHOOL YEAR
Grade 1		
Grade 2		
Grade 3		
Grade 4		
INTERMEDIATE COURSE		
Grade 5		
Grade 6		
HIGH SCHOOL		
1 st Year		
2 nd Year		
3 rd Year		
4 th Year		

COLLEGE(S) ATTENDED OTHER THAN DLSL

Semester(s)	School Year	School	Course

I hereby certify that all information I have written on this form is true and correct. I realize that any false information in my application may be considered sufficient ground for the rejection of my application for graduation.

I also agree that my graduation is subject to rules, regulations policies and requirements of DLSL, Commission on Higher Education (CHED) and/or the Technical Education and Skills Development Authority (TESDA).

STUDENT'S SIGNATURE over PRINTED NAME

Endorsed:

ACADEMIC ADVISER

Noted:

ROMANA LEVINIA B. SILVA
Assistant Registrar

PARENT'S SIGNATURE over PRINTED NAME

Verified:

Curriculum Evaluation In-Charge
OFFICE OF THE COLLEGE REGISTRAR

RUBEN T. RUBIS
Registrar

Note: If the student will not be able to graduate at the end of the second semester due to failure(s) re-apply at the College Registrar's Office on the 1st week of April of the current year for Summer Graduation. Graduation is not automatic; you have to apply again to graduate.

ACADEMIC ADVISING GUIDE

ACADEMIC ADVISERS GUIDE ON STUDENTS' PRE-ENROLLMENT

ACADEMIC POLICIES AND GUIDELINES

1. DETERMINATION OF ACCUMULATED UNITS OF FAILURES
 - 1.1. Courses in which a student received a grade of 5.00 are recorded and accumulated for purposes of academic deliberations.
 - 1.2. If a course in which a student received a grade of 5.00 is repeated, and a grade of 2.50 or better is received, the credit for that course will be deducted from the student's record of accumulated failures.
2. DELOADING POLICY
 - 2.1. For 4 year degree programs
 - 2.1.1. A student who has accumulated at least 15 but not more than 20 units of 5.00s by the end of a semester will be allowed to enroll in the succeeding semester, but will be deloaded by six academic units.
 - 2.1.2. A student who has been deloaded must maintain a minimum load of 15 academic units. Deloading will be lifted if a student passes all the courses enrolled during a semester.
 - 2.2. For 5 year degree programs (Engineering)
 - 2.2.1. An engineering student who has accumulated at least 19 but not more than 25 units of 5.00's by the end of a semester will be allowed to enroll in the succeeding semester, but will be deloaded by six academic units.
 - 2.2.2. A student who has been deloaded must maintain a minimum load of 15 academic units. Deloading will be lifted if a student passes all the courses enrolled during the semester.
3. DISMISSAL
 - 3.1. For Four Year Degree Programs:
 - 3.1.1. A student who has accumulated 21 or more units of 5.00s shall be ineligible to enroll in the succeeding semesters.
 - 3.1.2. However, if the student is classified as a fourth year student based on evaluation of curricular records by the Academic Advisers and the Registrar, the student will still be allowed to enroll.
 - 3.1.3. The maximum residency in the four year degree program is five (5) years.
 - 3.2. For Five Year Degree Programs (Engineering):
 - 3.2.1. An engineering student who has accumulated 26 or more units of 5.00's shall be ineligible to enroll in succeeding semesters.
 - 3.2.2. However, if the student is classified as a fourth year or fifth year student based on evaluation of curriculum records by the Academic Adviser & the Registrar, the student will still be allowed to enroll.
 - 3.2.3. The student is required to prepare a program or plan of his/her study that he/she can finish his/her course in seven and a half years. The plan of study must be approved by the Academic Adviser or the College Registrar.
 - 3.2.4. The maximum residency in the college of engineering is seven and a half (7- 1/2) years.
 - 3.3. For the College of Nursing:
 - 3.3.1. A student who accumulated ten (10) or more units of failure is automatically dismissed from the College of Nursing.
 - 3.3.2. A student who incurred two subjects of failure in the current semester is automatically dismissed from the College of Nursing.
 - 3.3.3. Dismissed students from the College of Nursing may still be allowed to shift program, subject to existing policies and procedures of the College where the student is transferring.
4. ENROLLMENT OF DISMISSED STUDENTS
 - 4.1. Students who are academically dismissed will be allowed to shift to the Certificate in Culinary Arts program only.
5. LADDERIZED PROGRAMS
 - 5.1. The two-year programs, Certificate in Entrepreneurship, Certificate in Hotel and Restaurant Management and Certificate in Information and Technology are ladderized programs under the Bachelor of Science in Entrepreneurship, Bachelor of Science in Hotel and Restaurant Management and Bachelor of Science in Computer Science respectively.

ACADEMIC ADVISING GUIDE

- 5.2. A student enrolled in any of the ladderized programs may select to pursue any of the degree program subject to the following guidelines:
 - 5.2.1. The student must have completed a minimum of two consecutive semesters (total of at least 30 academic units), but has not yet finished the certificate program.
 - 5.2.2. The student should have a GPA of at least 2.25 with no failure(s), and have not drop any subject.
- 5.3. Once a student has been accepted to a 4-year degree program, he/she may not revert to a 2-year program. A student who has finished the 2-year certificate program, but wishes to continue in the 4-year degree program, must meet the following requirements:
- 5.4. Graduate with no more than twelve (12) units of accumulated failures. Policy on computation of accumulated failures will be implemented. No GPA requirement
- 5.5. Credit will be granted for a subject already taken in the certificate program, but which has a course description similar to that of a subject in the degree program
6. GUIDELINES ON SHIFTING OF PROGRAMS
 - 6.1. Student may be allowed to shift program provided that he/she is not yet academically dismissed from the previous College.
 - 6.2. Students will be allowed to shift program subject to existing policies and procedures of the College where the student intends to shift.
 - 6.3. Failed subjects incurred in the previous program will not be included in the accumulated units of failure if these subjects are not part of the curriculum where the student shifted.
 - 6.4. Re-evaluation of academic records will be done by Academic Advisers and the College Registrar to verify the total number of accumulated units of failure incurred based on the students' new program curriculum
 - 6.5. Student may be allowed to shift program only once.

FOR OTHER DETAILED ACADEMIC POLICIES, PLEASE REFER TO THE STUDENT HANDBOOK

PROCESS FOR THE APPROVAL OF SUBJECTS TO BE ENROLLED BY THE STUDENTS

FOR NON GRADUATING STUDENTS

1. Receive the student's accomplished Pre-Enrollment Form (PEF)
2. Get hold of the copy of student's academic records for evaluation purposes.
3. Evaluate the Academic Status of the student based on the policies of deloading, academic probation and dismissal; refer to the Academic Policies below.
4. Evaluate the listed priority subjects for enrollment and the list of subjects which maybe enrolled in case of conflict of schedule and if the priority subject is no longer available for enrollment. *Please be reminded that enrollment of subjects which are not included in the approved PEF will not be allowed.*
5. Approved the enrollment of the listed subjects of student by signing the student's PEF.

FOR GRADUATING STUDENTS

1. Receive the student's accomplished Pre-Enrollment Form (PEF)
2. Get hold of the copy of student's academic records for evaluation purposes.
3. Evaluate the academic records of the student. If the student could finish all academic requirements within the next 1 or 2 semesters (2nd semester or summer), then the student is a candidate for graduation.
4. Evaluate the listed priority subjects for enrollment and the list of subjects which maybe enrolled in case of conflict of schedule and if the priority subject is no longer available for enrollment. *Please be reminded that enrollment of subjects which are not included in the approved PEF will not be allowed.*
5. Graduating students maybe allowed to carry an overload of 6 units. They may also be allowed to enroll in tutorial classes. In this regard, the advisers should advise the students to:
 - a. Enroll in tutorial class if one or some of their remaining subjects are not offered
 - b. Enroll in tutorial class if one or some of their are no longer offered in the existing curricula offerings
6. Approved the enrollment of the listed subjects of student by signing the student's PEF.

ACADEMIC ADVISING SUSTAINABILITY

- **Monthly payment for Academic Advisers**
- **Academic Advising System - SIMS**



THANK YOU EVERYONE!