

THE SERVICES of the RECORDS CENTER

RAC is the keeper of the student's records, from the time the documents are submitted during admission and enrolment until the student graduates from the program, and is headed by the University Registrar,

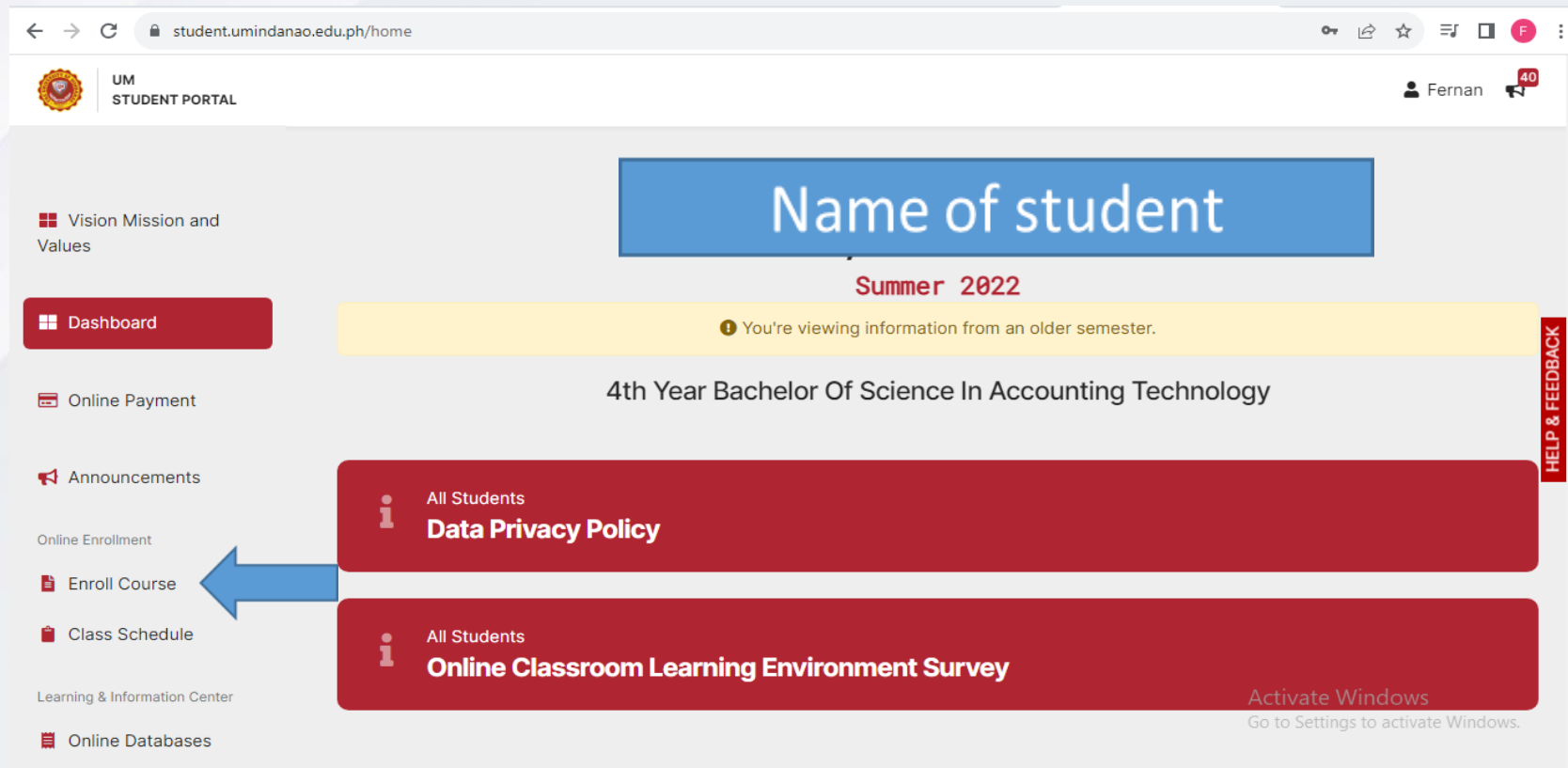


Carmencita E. Vidamo, Ed. D.
University Registrar

ABOUT YOUR ENROLMENT

New students have to undertake face-to-face enrolment to submit admission requirements.
Old students are encouraged to enroll online thru their student portal.

Below is the screenshot of the student portal.



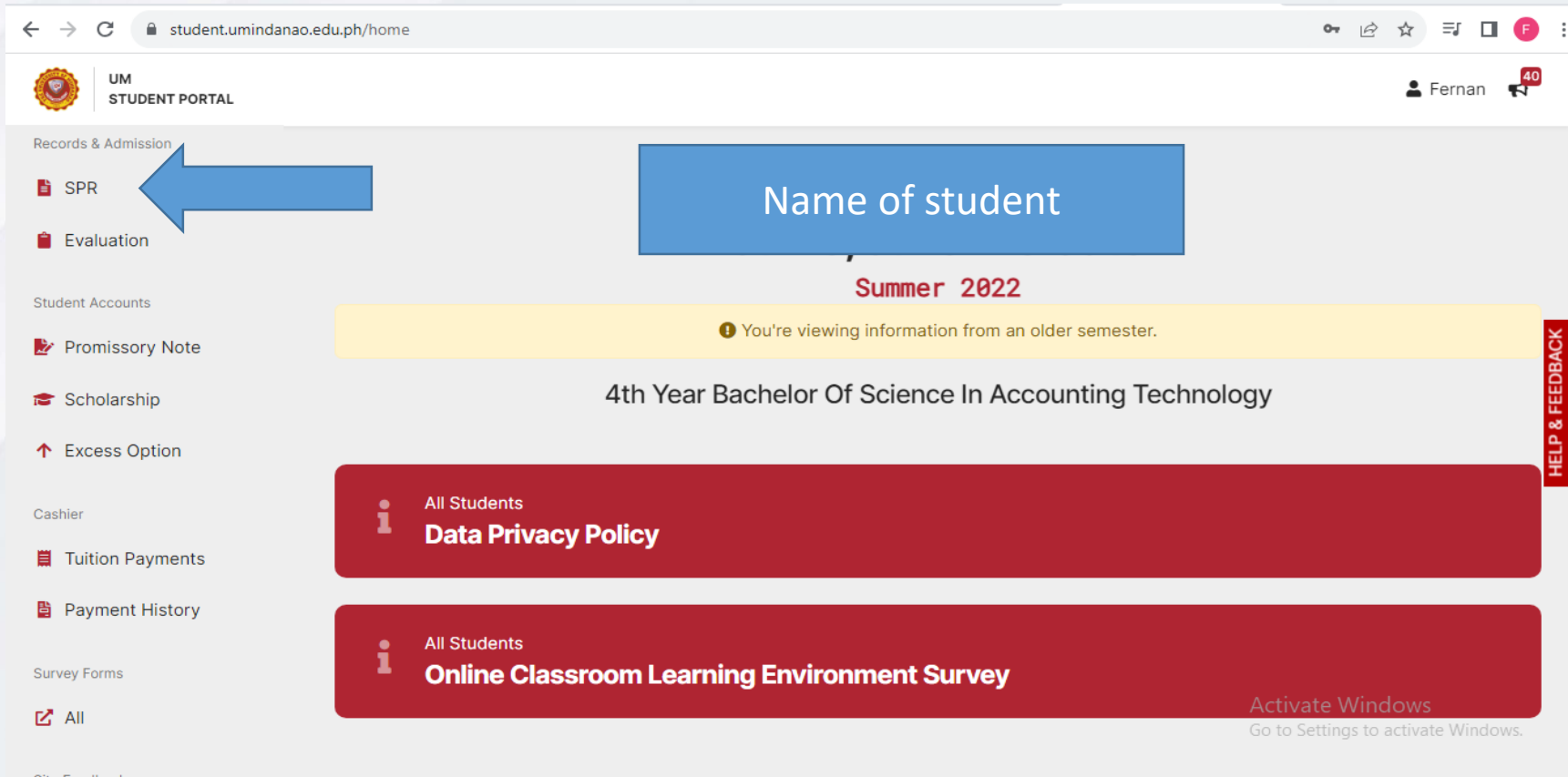
The screenshot shows the UM Student Portal interface. The browser address bar displays `student.umindanao.edu.ph/home`. The portal header includes the UM logo and the text "UM STUDENT PORTAL". A user profile for "Fernan" is visible in the top right corner. The main content area features a large blue box with the text "Name of student" and "Summer 2022". Below this, a yellow banner states: "You're viewing information from an older semester." The central heading reads "4th Year Bachelor Of Science In Accounting Technology". The left sidebar contains a menu with the following items: "Vision Mission and Values", "Dashboard", "Online Payment", "Announcements", "Online Enrollment", "Enroll Course", "Class Schedule", "Learning & Information Center", and "Online Databases". A blue arrow points to the "Enroll Course" option. The main content area displays two red boxes: "All Students Data Privacy Policy" and "All Students Online Classroom Learning Environment Survey". A vertical "HELP & FEEDBACK" button is located on the right side of the portal. At the bottom right, a Windows watermark reads "Activate Windows Go to Settings to activate Windows."

What you must note about your enrolment and curriculum?

- Click the advised subjects
(ENROLL COURSE)
- Strictly follow the pre-requisites indicated in your curriculum under
(EVALUATION)
- Re-check all your enrolled subjects against your evaluation
(CLASS SCHEDULE)

CHECK YOUR GRADES

You are advised to check your grades at the end of each term / semester by viewing your student portal (student.umindanao.edu.ph).



student.umindanao.edu.ph/home

UM STUDENT PORTAL

Fernan 40

Records & Admission

SPR

Evaluation

Student Accounts

Promissory Note

Scholarship

Excess Option

Cashier

Tuition Payments

Payment History

Survey Forms

All

Name of student

Summer 2022

You're viewing information from an older semester.

4th Year Bachelor Of Science In Accounting Technology

All Students
Data Privacy Policy

All Students
Online Classroom Learning Environment Survey

Activate Windows
Go to Settings to activate Windows.

HELP & FEEDBACK



GRADING SYSTEM & EQUIVALENT

4.0 to 2.0	–	Passing grade
1.0	–	Failed
9.0	–	Dropped
7.2	–	Incomplete/lack requirements
7.1	–	No Final Examination Permit
TWE	–	Total Withdrawal of Enrolment

GRADES CONVERSION TABLE

(For Undergraduate Students)

Competent:

<u>Scale 1</u>	<u>Scale 2</u>	<u>Grade</u>	<u>Grade Description</u>
100-96	A	4.0	High Distinction
95-90	B+	3.5	Distinction
89-85	B	3.0	Very Good
84-80	C+	2.5	Good
79-75	C	2.0	Average

RETENTION POLICY

(as per OPM 6.14 & Student Handbook 2024)

For students who incurred 1.0 and 9.0 the following maximum units shall be given to you in the next semester.

	Board	Non Board
One (1) 5.0/9.0	21	21
Two (2) 5.0/9.0	18	18
Three (3) 5.0/9.0	-	15
Four (4) 5.0/9.0	-	15
Beyond 5.0/9.0	-	-

Note: (-) Advised to shift students will take effect starting 3rd yr. level.

ABOUT YOUR GRADUATION

The records assistant makes the accounting of subjects every start of the semester to identify the candidates for graduation. The list will be posted at the Dean's bulletin board for your reference and compliance of deficiencies and also sent to your student portal.





ABOUT YOUR RECORDS

When you request for student credentials at RAC, accomplish the request form, get clearance from SAO and pay the charges at the Cashier accordingly.

TOR	Php100 / sheet	4 working days
Certification	50	2 working days
CHD	250	4 working days
Authentication	100	-
Diploma	500	4 working days
Student Evaluation Report (SER)	20	-
Student Permanent Record (SPR)	20	-
Certificate of Matriculation	10	-



MATINA and MAIN CAMPUS

Monday – Friday

8:00 AM – 5:00 PM (w/ no noon break)

Saturday

9:00 AM – 12:00 Noon



Level 4 Award
25th Cycle



Autonomous Status



Rank 2 Most Number of
Accredited Programs



Accredited



ISO 9001:2008 CERTIFIED



PICAB
PILIPINOS INFORMATION AND COMPUTING ACCREDITATION BOARD

Quality, Affordable and
Open Education