



TRAINING/WORKSHOP/ORIENTATION PROPOSAL

Title : "Mandatory Orientation/Re-orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents"

Participants : Chancellors, Director for Academic Affairs, Registrars, College Deans, Department Heads, Academic Advisers, Department Enrolment Focal persons, College Hotline Agents

Date and Time : February 4, 2022 (Friday) 8:00 AM – 5:00 PM

Venue : ZOOM

Rationale

In preparation for the 2nd semester AY 2021-2022, a 1day Mandatory Orientation/Re-orientation for academic advisers, department enrolment focal persons, and college hotline agents will be conducted. This activity is needed to address online, and remote enrolment glitches caused by unfamiliarity with the platform and/or procedures both in the main and component colleges. Also, this activity aims to harmonize the enrolment system in the university.

Objectives

At the end of the training-workshop, participants will be able to:

1. Gain insights on the roles and responsibilities of Academic Advisers, Department Focal Persons, and College Hotline Agents,
2. Keep updates on the University's Enrolment Procedure, and
3. Be refresh with the functionalities and activities in the Cumulus Portal VSU Website.

Methodology/Strategy

Discussion of registrar-related matters.

Resources Needed:

The resources needed in this webinar are the following:

- 1) internet connectivity
- 2) snacks and lunch
- 3) laptop/computer
- 4) Zoom access
- 5) Resource Speakers

Expected Outcome:

Participants are expected to be refreshed and gain mastery of their respective roles and responsibilities during the enrolment procedures.