Standard Operating Procedure (SOP) Online Course Enrollment and Registration

This SOP details the **online course enrollment and registration procedures**, including step-by-step guidance on accessing the registration platform, selecting courses, verifying prerequisites, submitting enrollment requests, processing payments, and receiving confirmation. The objective is to streamline the registration experience for students while ensuring accurate record keeping and compliance with academic policies.

1. Purpose

To provide a standardized process for students to enroll and register for online courses, ensuring efficiency, accuracy, and adherence to institutional policies.

2. Scope

This procedure applies to all prospective and current students registering for online courses through the institution's online portal.

3. Responsibilities

Role	Responsibility
Student	Follows all procedures for course registration and ensures all prerequisites and payments are completed.
Registrar	Manages enrollment records and assists students with registration issues.
IT Support	Maintains the online registration platform and resolves technical issues.

4. Procedure

1. **Accessing the Registration Platform**
   - Visit the institution's official website.
   - Click on the *Student Portal* or *Course Registration* section.
   - Login using assigned student credentials.
2. **Course Selection**
   - Browse the list of available courses for the upcoming term.
   - Review course descriptions, schedules, and credit information.
   - Select desired courses and add them to the enrollment cart.
3. **Prerequisite Verification**
   - Review course prerequisites on the course details page.
   - Upload supporting documents or transcripts if required.
   - If prerequisites are not met, contact academic advising for assistance.
4. **Submitting Enrollment Request**
   - Review selected courses in the cart for accuracy.
   - Submit the enrollment request through the platform.
   - Await automatic or manual approval notification.
5. **Payment Processing**
   - Review registration fees and applicable charges.
   - Select a payment method and complete payment online.
   - Obtain a digital copy of the payment receipt for records.
6. **Receiving Confirmation**
   - Receive email or portal notifications confirming successful enrollment.
   - Check enrollment status and course access through the student dashboard.
   - Contact support in case of discrepancies or issues.

5. Documentation and Records

- All enrollment confirmations, receipts, and related communications must be retained for at least one academic year.
- Registrar maintains official enrollment records to ensure compliance and facilitate audits.

6. Compliance

- All procedures adhere to institutional academic policies and relevant data privacy regulations.
- Breach of procedures may result in registration delays or denial.

7. Revision History

Version	Date	Description
1.0	2024-06-12	Initial SOP release for online course enrollment and registration procedures.