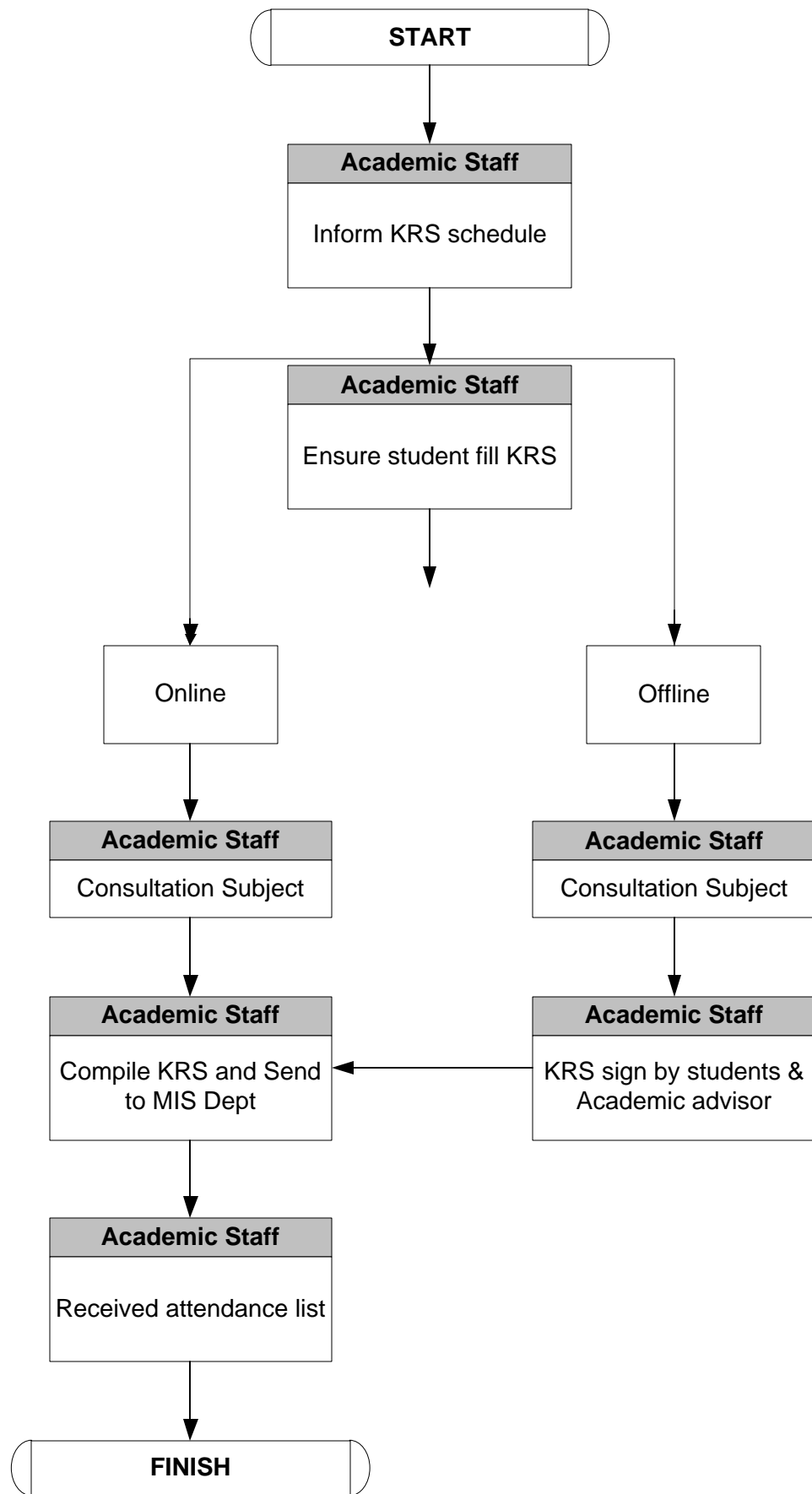


Prepared by : Academic Manager	<b>Completion of "KRS"</b>	Date : 4 Maret 2020
Checked by : MR		Revision : 01
Approved by: Ketua		Page : 01

**STANDARD OPERATING PROCEDURE**



Dokumen	Referensi
<ul style="list-style-type: none"> <li>- KRS schedule</li> <li>- KRS form</li> <li>- Invoice</li> <li>- Payment slip</li> </ul>	<p>Academic inform to student regarding KRS online &amp; KRS offline schedule by email. KRS online held 5 days for student who will take semester package.</p> <p>KRS offline held only on Saturday for students who have repeat subject or extend semester and new students.</p>
<ul style="list-style-type: none"> <li>- Class schedule</li> <li>- Transcript</li> <li>- Curriculum</li> <li>- KRS form</li> </ul>	<p>Academic along with finance department check validity students payment status (Day of payment, student name, NIM, nominal payment) for avoiding manipulation KRS Form.</p> <p>Academic staff suggest student to fill online KRS in lab comp to take package subject for new students. Ensure students fill KRS form truly with name, NIM, Batch, major, semester, academic year, class, schedule and sign student.</p>
<ul style="list-style-type: none"> <li>- KRS Form</li> </ul>	<p>For KRS student s wit repeat and extend semester should consultation regarding failed subject, conversion and not taken with senior Academic manager/ Academic manager. Maximum subject per semester is 18 credits minimum grading subject is B.</p> <p>If the KRS form have signed between students and academic advisor, academic advisor give white form KRS to students and others KRS form give to academic.</p> <p>Academic compile KRS form based on program and send the blue form to MIS Department and the yellow KRS form to Finance Department.</p>
<ul style="list-style-type: none"> <li>- Attendance list</li> </ul>	<p>Academic received attendance list based on class if any not complete list, academic will send back to MIS department.</p>

