

FORM WC/REG/CLR-SEM/01-O

REGISTRAR (ADMISSIONS) COPY

Online Semester Clearance.

ONLINE STUDENTS

Bachelors · Masters · DBA · PhD

A departmental confirmation that the student is cleared to register for the upcoming semester.

POLICY All students download this form, fill in the student information section, and email it to Accounts. Accounts then internally routes the document to the other departments. Once the complete clearance is done, Enrolments shares the final signed copy with the student.

STUDENT INFORMATION

STUDENT NAME	APPLICATION NO.	PROGRAM
SPECIALISATION	SEMESTER	INTAKE JOINED

CONTACT INFORMATION

Departments confirm details against the live record. Update the file if anything below has changed.

STUDENT'S MOBILE NO.	STUDENT'S WALSH EMAIL ID
PARENT'S / EMERGENCY CONTACT'S NAME	PARENT'S / EMERGENCY CONTACT'S MOBILE NO.
PARENT'S / EMERGENCY CONTACT'S EMAIL	RELATIONSHIP TO STUDENT

DEPARTMENTAL DIGITAL SIGN-OFF

Each department reviews the live record and signs digitally before passing to the next.

DEPARTMENT	VERIFICATIONS	DIGITAL SIGNATURE	DATE
01 ACCOUNTS	☐ Current semester instalments cleared ☐ No prior outstanding balance ☐ Next semester payment plan confirmed	click to sign digitally SIGNED BY ACCOUNTS	 DD / MM / YY
02 ACADEMIC	☐ Prior semester result reviewed ☐ Attendance percentage met ☐ Cleared to register for next semester	click to sign digitally SIGNED BY ACADEMIC	 DD / MM / YY
03 ENROLMENTS	☐ Accounts and Academic sign-offs verified ☐ Documents on file current ☐ Routed to Campus Director for approval	click to sign digitally SIGNED BY ENROLMENTS	 DD / MM / YY
04 CAMPUS DIRECTOR	☐ All three departmental sign-offs verified ☐ Final approval granted ☐ Authorised for registration	click to sign digitally SIGNED BY CAMPUS DIRECTOR	 DD / MM / YY
05 ENROLMENTS (FILING)	☐ Document recorded in student's permanent file ☐ Signed copy sent to student ☐ Live student record updated	no signature required ADMIN FILING STEP	 DD / MM / YY

HOW TO SIGN DIGITALLY

Open this PDF in Adobe Acrobat Reader (free). Click your department's signature box — Acrobat will prompt you to draw, type, or use a digital ID. Save the file and pass it to the next department's folder.

ACCOUNTABILITY NOTICE

This form documents the clearance decision. Final acceptance by Academic requires verification against the live Walsh records. Students are accountable for the accuracy of any information they submit; falsifying clearance is grounds for academic action up to dismissal.

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