

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

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