



**Abstract**

The Computerized Issuance of Transcript of Records (CISTRA) is a system designed for De La Salle University-Dasmariñas (DLSU-D). CISTRA is a network-linked application system using Visual Basic Version 5.0. Specifically, it assists in the processing of transcript of records which is time consuming if done manually. It is intended to be used by the Registrars Office to speed up the processing of students academic record.

The program is divided into three main modules. The first is the password module. This prevents unauthorized used of the system. Through this module the system determines if the user is a faculty or an evaluator. The second module is for the evaluators and the other is for the faculty. The faculty is responsible for the inputting of the final grades of students who are enrolled in their schedule and subject taught. The grades then are stored in a database. The evaluator is the only authorized user who can access a student's individual academic record. Aside from this the evaluator can retrieve the previous or present schedule of the faculty. Editing student's information is also one of the features available in the evaluator module. Evaluators can only produce official transcripts through the system.

The proponents assumed that the system is connected to the Information Technology Center (ITC) of DLSU-D. Therefore file maintenance is not included in the study. This system will not only serve the faculty and the Registrar's office, but also students who face problems whenever they transact business concerning official transcript of records with the Registrar.