



PHILIPPINE NORMAL UNIVERSITY

*The Indigenous Peoples Education Hub*

North Luzon Campus

## REGISTRAR'S SERVICES

**Title of Frontline Services** : ENROLMENT OF UNDERGRADUATE FRESHMEN

Schedule of Availability of Service : Monday-Friday 8:00am-12noon/1:00pm-5:00pm

Key Person : Staff, Office of Admissions

Who may avail of the service : Incoming Freshmen

What are the Requirements : Notice of Admission

### HOW TO AVAIL OF THE SERVICE

Step	Please follow these Steps	Service Provider	Duration of Activity	Person in-Charge	Fees	Form/Document/s of Applicant
1.	Proceed to the medical clinic for physical examination	Physical Examination	15 minutes	Physician/Registered Nurse	None	X-Ray Result
2.	Present medical clearance to the Office of Admission and fill-up Student Profile	Assigns Student ID No. and encodes Student Profile	2 minutes	Office of Admission Staff	None	Medical Clearance
3.	Print <b>PWEBBS</b> Registration Form	Prints and issues copy of Registration Form	2 minutes	Office of Admission Staff	None	<b>PWEBBS</b> Registration Form
4.	Pay to the Cashier's Office or at the nearest LBP Branch (Acct. no. 299-1013-10)	Accepts payment for enrolment	2 minutes	Cashier's Office Staff	Computed based on Number of units taken	Official Receipt of Payment <b>PWEBBS</b> Registration Form
5.	<b>Submit PWEBBS Registrar's copy to the office of the Registrar</b>	<b>Receive PWEBBS Registrar's copy</b>	<b>1 minute</b>	<b>Registrar's Office Staff</b>	<b>None</b>	<b>PWEBBS Registration Form</b>
5	Go to the ID card Contractor/Service Provider for picture-taking and issuance.	Takes ID picture and releases Student ID card	8 minutes	ID Card Contractor	None	Official Receipt of Payment
6	Go to the Office of Student Affairs and Student Services for ID validation	Validates ID	2 minutes	OSASS Staff	None	Student ID card Official Receipt of Payment Registration Form



## REGISTRAR'S SERVICES

**Title of Frontline Services** : UNDERGRADUATE ENROLMENT FOR REGULAR SOPHOMORE TO SENIOR STUDENTS

**Schedule of Availability of Service** : Monday-Friday 8:00am-12noon/1:00pm-5:00pm

**Key Person** : Registrar-Designate

**Who may avail of the service** : Undergraduate Regular Students

**What are the Requirements** : **Student Clearance for the Previous Term**

### HOW TO AVAIL OF THE SERVICE

Step	Please follow these Steps	Service Provider	Duration of Activity	Person in-Charge	Fees	Form/Document/s of Applicant
1.	Open personal account <b>PNU WEB Based System</b>	Assists students	2 minutes	MIS Staff	None	
2.	Print <b>PWEBBS</b> registration form	Assists students	2 minutes	MIS Staff	None	<b>PWEBBS</b> Registration Form
3.	Pay to the Cashier's Office or at the nearest LBP Branch (Acct. no. 299-1013-10)	Accepts payment for enrolment	2 minutes	Cahier's Office Staff	Computed based on Number of units taken	Official Receipt of Payment <b>PWEBBS</b> Registration Form
4	<b>Submit PWEBBS Registrar's copy to the office of the Registrar</b>	<b>Receive PWEBBS Registrar's copy</b>	<b>1 minute</b>	<b>Registrar's Office Staff</b>	<b>Submit PWEBBS Registrar's copy to the office of the Registrar</b>	<b>PWEBBS</b> Registration Form
4.	Go to the Office of Student Affairs and Student Services for ID validation	Validates ID	2 minutes	OSASS Staff	None	Student ID card Official Receipt of Payment <b>PWEBBS</b> Registration Form



## REGISTRAR'S SERVICES

**Title of Frontline Services** : UNDERGRADUATE ENROLMENT FOR  
 IRREGULAR/RE-ADMITTED STUDENTS  
 (SECOND TO FOURTH YEAR STUDENTS)

Schedule of Availability of Service : Monday-Friday 8:00am-12noon/1:00pm-5:00pm

Key Person : Faculty Adviser/**Registrar's Office Staff**

Who may avail of the service : Undergraduate Irregular/Re-admitted Students

What are the Requirements : Student ID Card Approved Letter of Re-admission

### HOW TO AVAIL OF THE SERVICE

Step	Please follow these Steps	Service Provider	Duration of Activity	Person in-Charge	Fees	Form/Document/s of Applicant
1.	Go to the Faculty Adviser/ <b>Registrar's Office Staff</b> for courses to be enrolled.	Determines courses to be enrolled; issues and signs Pre-registration forms.	5 minutes	Faculty Adviser/ <b>Registrar's Office Staff</b>	None	Pre-Registration Form
2.	Proceed to the MIS Office for encoding of courses and class schedule	Encodes courses and schedule; prints and releases registration form to student	5 minutes	Office of Admission Staff	None	<b>PWEBBS</b> Registration Form
3.	Pay Tuition and Miscellaneous fees at the Cashier's Office	Accepts payment for enrolment	2 minutes	Cashier's Office Staff	Computed based on number of units taken	Official Receipt of Payment <b>PWEBBS</b> Registration Form
4.	<b>Submit PWEBBS Registrar's copy to the office of the Registrar</b>	<b>Receive PWEBBS Registrar's copy</b>	<b>1 minute</b>	<b>Registrar's Office Staff</b>	<b>Submit PWEBBS Registrar's copy to the office of the Registrar</b>	<b>PWEBBS</b> Registration Form
5.	Go to the Office of Student Affairs and Student Services for ID validation	Validates ID	2 minutes	OSASS Staff	None	Student ID card Official Receipt of Payment <b>PWEBBS</b> Registration Form



PHILIPPINE NORMAL UNIVERSITY

*The Indigenous Peoples Education Hub*

North Luzon Campus

## REGISTRAR'S SERVICES

**Title of Frontline Services : ENROLMENT FOR CTP/ POST-BACCALAUREATE AND GRADUATE (MASTER'S/DOCTORATE) PROGRAMS**

**Schedule of Availability of Service : Monday-Friday 8:00am-12noon/1:00pm-5:00pm**

**Key Person : Batch Adviser for CTP/Post Baccalaureate and**

**Registrar**

**Who may avail of the service : CTP/Post Baccalaureate and Graduate Students**

**What are the Requirements : Student ID Card/ TOR for New Students**

### HOW TO AVAIL OF THE SERVICE

Step	Please follow these Steps	Service Provider	Duration of Activity	Person in-Charge	Fees	Form/Document/s of Applicant
1.	See the Academic/ Department Head for issuance of Registration Form, write down courses to be taken together with the class schedule, enlist with and get the signature of Department Head on the Form	Issues and Signs Registration Form upon completion of entries and approval of courses to be taken by student	10 minutes	Department Head/Representative	None	Registration Form
2.	Proceed to the MIS Office for encoding Student Personal Profile	Encodes Student Personal Profile	2 minutes	MIS Staff	None	
3.	Proceed to the Accounting Office for assessment of fees	Assesses fees to be paid by student and affixes initials on the Registration Form	2 minutes	Accounting Office Staff	None	Registration Form
4.	Pay the fees at the Cashier's Office	Accepts payment for enrolment. Records Official Receipt Number and detaches Accounting Office copy of Registration Form	5 minutes	Cashier's Office Staff	Computed based on number of units taken	Official Receipt of Payment Registration Form
5.	Proceed to the Office of the University Registrar	Detaches Registrar's Copy of the Registration Form, stamps Student's Copy with "Enrolled", and issues class cards corresponding to the number of classes enrolled in	2 minutes	Registrar's Office Staff	None	Registration Form
5.	If new student, proceed to the ID card Contractor for picture-taking and issuance. or, proceed to Step 6.	Takes ID picture and releases Student ID card	10 minutes	ID Contractor	None	Official Receipt of Payment
6.	Proceed to the Office of Student Affairs and Student Services for ID validation	Validates ID	2 minutes	OSASS Staff	None	Student ID card Official Receipt of Payment Registration Form



## REGISTRAR'S SERVICES

**Title of Frontline Services : FILING OF APPLICATION FOR DOCUMENTS**

**Schedule of Availability of Service : Monday-Friday 8:00am-12noon/1:00pm-5:00pm**

**Key Person : Clerk at the Registrar's Office**

**Who may avail of the service : Interested Applicants**

**What are the Requirements : Accomplished Application Form  
 Receipt of Payment for Document/s Applied for**

Applicants may apply for the issuance of the following documents:

1. Transcript of Records
  - Graduate (G)
  - CTP/Post-Baccalaureate
  - Undergraduate (UG)
2. Certification
  - Completion of Academic Requirements (CAR)
  - Detailed Description of Courses
  - English as the Medium of Instruction
  - Enrolment
  - Exemption from Special Order of Graduation (S.O.)
  - General Weighted Average (GWA)
  - Grades
  - Graduation
  - Units Earned
3. Diploma
  - Original/Duplicate
  - English Translation
4. Evaluation of Grades (Graduate Level)
5. Checklist of Courses (Undergraduate Level)
6. Completion of Grades
7. Certified True Copy of Entrance Data
8. Honorable Dismissal/Transfer Credential
9. Permit to Cross-enroll
10. Withdrawal of Courses
11. Others
  - DFA Endorsement

Step	Please follow these Steps	Service Provider	Duration of Activity	Person in-Charge	Fees	Form/Document/s of Applicant
1	Fill-out Application Form for Document/s	Issues and checks Application Form for Document/s	2 minutes	Clerk at the Registrar's Office	None	Application for Document/s
2	Pay corresponding fees at the Cashier's Office	Accepts payment for document/s requested	3 minutes	Cashier	Computed based on type of documents and number of copies applied for	Official Receipt Application for Document/s
3	Present accomplished General Clearance for T.O.R and Diploma	Validates clearance submitted by applicant		Registrar's Office, Staff	None	General Clearance Form
4	File the Application Form and get schedule of release	Checks entries in the Application Form	10 minutes	Clerk	None	Application for Document/s with General Clearance Form and O.R. Claim Stub
5	Get document on scheduled date	Checks stub		Clerk	None	Document



## REGISTRAR'S SERVICES

**Title of Frontline Services** : **ISSUANCE OF DUPLICATE DIPLOMA, CORRECTION OF NAME/BIRTH DATE AND CHANGE OF FAMILY NAME**

**Schedule of Availability of Service** : Monday-Friday 8:00am-12noon/1:00pm-5:00pm

**Key Person** : Clerk at the Registrar's Office

**Who may avail of the service** : Graduate and Undergraduate Students, Alumni, Schools, and Companies

What are the Requirements:

**For Duplicate Diploma:**

- Notarized Affidavit of Loss to Secure Duplicate Diploma
- Documentary Stamp (for Diploma)

**For Correction of Name/ Birth Date:**

- Original (to be returned) and certified True Copy of Birth Certificate issued by NSO
- Joint affidavit of two disinterested persons
- Notarized Affidavit on Correction of Name / Birth Date

**For Change of Family Name (for Female Married Students):**

- Original (to be returned) and Photocopy of Marriage Contract (to be attached to Registrar's Copy of Registration Form)
- Court Order on Annulment of Marriage (if applicable)

Step	Please follow these Steps	Service Provider	Duration of Activity	Person in-Charge	Fees	Form/Document/s of Applicant
1.	File application for documents needed	Processes application subject to retrieval of individual record envelopes		Clerk at Registrar's Office	Computed based on type of documents and number of copies	
<b>Documents</b>			<b>Duration of Processing</b>			
Undergraduate Transcript of Records MIS (Available on Database) Old (for re-encoding and rechecking)			3 working days (Year 2005 onwards)* 7 working days			
Graduate Transcript of Records			15 working days*			
Post-Baccalaureate Transcript of Records			7 working days*			
*If second request-			3 working days			
Certification			7 working days			
Detailed Description of courses			15 working days			
Checklist			5 working days			
Evaluation of Grades (Graduate Level)			15 working days			
Duplicate Diploma			7 working days			
Authentication			1 working day			
Honorable Dismissal/Transfer Credential			1 working day			
2.	Present Claim Stub at the Counter (Registrar's Office) on the scheduled date of release	Releases the document/s being requested Asks the applicant to sign in the Logbook	10 minutes	Clerk at the Registrar's Office	None	Claim Stub Document/s applied for