1. Assistance on Online Enrolment of Incoming Freshman Students

Office or Division	Registrar's Office
Classification	Simple
Type of Transaction	G2C -Government to Citizen
Who may avail:	Incoming Freshman Students
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Medical Certificate Original Form 138 Certificate of Good Moral Character Duly Accomplished Student's Information Sheet	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit requirements for enrolment at the Registrar's Office.	Checks authenticity and completeness of the requirements and issues certificate of admission	None	5 minutes	**Campus Registrar**
2. Proceed to ICT laboratory to open personal PWEBSS account. Check schedule of classes posted in the portal and enroll the required subjects.	Assists students in checking their class schedule and enrolling the subjects	None	10 minutes	*Assigned Administrative Staff*
3.Proceed to Registrar's Office to inform the staff on the confirmation of enrolment.	Checks the student's status of enrolment	None	2 minutes	*Registrar Staff*
4. Wait for the confirmation of Registrar's staff on tagging for scholarship and printing the certificate of registration.	Tags the student for scholarship and checks his/her certificate of registration.	None	2 minutes	*Registrar Staff*
Total		**None**	**19 minutes**	

2. Assistance on Online Undergraduate Enrolment for Regular Students

Office or Division	Registrar's Office
Classification	Simple
Type of Transaction	G2C -Government to Citizen
Who may avail:	Undergraduate Regular Students
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Students Clearance ID Card	Office of Students Services

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to ICT laboratory to open personal PWEBSS account. Check schedule of classes and enroll the required subjects	Assists students in checking their class schedule and enrolling the subjects	None	10 minutes	Assigned Administrative Staff
2. Proceed to Registrar's Office to inform the staff on the confirmation of enrolment.	Checks the student's status of enrolment	None	2 minutes	Registrar Staff
3. Wait for the confirmation of Registrar's staff on tagging for scholarship and printing the certificate of registration.	Tags the student for scholarship and checks his/her certificate of registration	None	2 minutes	Registrar Staff
4. Present the ID for validation.	Validates the ID	None	1 minute	Registrar Staff
Total		**None**	**15 minutes**	

3. Enrolment of Irregular/Readmitted Students

Office or Division	Registrar's Office
Classification	
Type of Transaction	G2C -Government to Citizen
Who may avail:	Undergraduate Irregular Students/Readmitted Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Students Clearance Certificate of Readmission, ID Card	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Registrar's Office for evaluation of subjects to be enrolled.	Evaluates student's records/ files and issues Certificate of Readmission	None	5 minutes	Campus Registrar
2.Proceed to the Dean for Academics and TLE and present the Certificate of Readmission	Signs the Certificate of Readmission	None	1 minute	Dean for Academics and TLE
3.Proceed to ICT laboratory to open personal PWEBSS account. Check schedule of classes posted in the portal and enroll the required subjects.	Assists students in checking their class schedule and enrolling the subjects	None	10 minutes	Assigned Administrative Staff
4. Proceed to Registrar's Office to inform the staff on the confirmation of enrolment.	Checks the student's status of enrolment	None	2 minutes	Registrar Staff
5. Wait for the confirmation of Registrar's staff on tagging for scholarship and printing the certificate of registration.	Tags the student for scholarship and checks his/her certificate of registration.	None	2 minutes	Registrar Staff
6. Present the ID for validation.	Validates the ID	None	1 minute	Registrar Staff
Total		**None**	**21 minutes**	

4. Application for Admission Test (For incoming Freshmen)

Office or Division	Registrar's Office
Classification	
Type of Transaction	G2C -Government to Citizen
Who may avail:	Senior High School Graduating/Graduated Students

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application Form High School Report Card /Form 137 (Certified true copy) Certification from School Principal that the student is graduating from Senior High School Two copies 2x2 latest colored picture				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit the PNUAT requirements at the Registrar's Office	Checks authenticity and completeness of the requirements and issues Application for Admission Test	None	5 minutes	Registrar Staff
2. Proceed to ICT laboratory to create PWEBSS account	Assists students in checking their inputs/information	None	10 minutes	Assigned Administrative Staff
3. Proceed to Registrar's Office and submit the accomplished PNUAT form	Issues permit to take the admission test	None	2 minutes	Registrar Staff
Total		**None**	**17 minutes**	

5. Filling of Application for Documents

Office or Division	Registrar's Office
Classification	Simple
Type of Transaction	G2C -Government to Citizen
Who may avail:	Undergraduate Students and Alumni

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Request Form		Registrar's Office		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill-out Request Form of documents	Issues and checks Request Form for documents; and issues general clearance for first-time applicants (for non- graduates only)	None	3 minutes	Registrar Staff
2. Present Request Form to Accounting Office and secure order of payment	Provides order of payment with corresponding amount	None	2 minutes	Accounting Staff
3. Pay the indicated fee for the request and secure official receipt of payment at the Cashier's Office	Accepts cash payment and issues corresponding official receipt	Based on the Order of payment	2 minutes	Cashier
4. Present Request Form with official receipt at the Registrar's Office	Verifies receipt and issues the claim stub/slip	None	2 minutes	Registrar Staff
TOTAL		**Based on the Number of Documents**	**9 minutes**	

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Executive Director and Provost