1. 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. Qualified applicants will receive a notification and guidelines in the enrolment process.	Checks authenticity and completeness of the requirements and issues certificate of admission	None	5 minutes	Campus Registrar /Staff
2. Qualified applicants may access their personal PWEBSS account. Check schedule of classes posted in the portal and enroll in the required subjects.	Assists students in checking their class schedule and enrolling the subjects	None	10 minutes	Campus Registrar /Staff
3. Notify the office of the Campus Registrar's on the confirmation of enrollment.	Checks the student's status of enrolment	**None**	2 minutes	Campus Registrar /Staff
4. Upload the Certificate of Registration on the given link.	Validate certificate of registration.	**None**	2 minutes	Campus Registrar /Staff

Total	**None**	**19 minutes**	

2. 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**
Student Clearance ID Card	Office of the Student Services

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Regular Students may access their 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. Notify the office of the Campus Registrar's on the confirmation of enrollment.	Checks the student's status of enrolment	None	2 minutes	Registrar Staff
3. Upload the Certificate of Registration on the given link.	Validate 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. Online 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**
Student 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.Irregular Students may access their personal PWEBSS	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	Simple
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 • Senior High School Report Card (Certified True Copy) (Grade 10 and Grade 11 for current Grade 12 students) (Grade 11 and Grade 12 for those students who already graduated SHS) (Transcript of Records for those transferees) • Certification from School Principal that the student is graduating from Senior High School • Two (2) copies 2x2 latest colored picture • Two (2) Recommendation Forms • Signed Data Privacy Act • Certificate of Extra-Curricular Activities or Leadership Engagement (Optional)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Complete the application form via https://pwebss.pnu.edu.ph/pnu/applicants/. A. Create an account using a valid email address to register. B. Upload all documentary requirements. C. Applicant can submit and update their applications to the given link provided	Checks authenticity and completeness of the requirements and issues Certificate of admission	None	5 minutes	Registrar Staff

2. Applicants receive a notice through their account regarding their status. 2.1 Passed the phased 1 screening 2.2 Waiting list 2.3 Admissions appeal	Assists students in checking their class schedule and enrolling the subjects	None	10 minutes	Assigned Administrative Staff
3. Qualified applicant receives guidelines for the conduct of admission interview and given forty-eight (48) hours to comply with the submission of application essay.	Checks the student's status of enrolment	None	2 minutes	Registrar Staff
4. Qualified applicants will be again scheduled for medical and mental health screening and submission of medical records.	Tags the student for scholarship and checks his/her certificate of registration		2 minutes	Registrar Staff
Total		**None**	**19 minutes**	

5. Filing 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 Photocopy of Vaccination Card Authorization Letter and Photocopy of Valid ID (if thru Representative)		Registrar's Office		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request of documents via email or official Facebook page of PNU South Luzon Campus Registrar.	Replies to the clientele and asks for further details.	None	4 minutes	Registrar Staff
2. Filing of appointment via email or official Facebook page.	Giving an appointment and further instructions to clientele	None	4 minutes	Registrar Staff
3. 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
4. Present Request Form to Accounting Office and secure order of payment	Provides order of payment with corresponding amount	None	2 minutes	Accounting Staff
5. Pay corresponding fee of requested documents and secure official receipt of payment at the Cashier Office.	Accepts cash payment and issues corresponding official receipt	Based on the Order of payment	2 minutes	Cashier
6. 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**	**17 minutes**	