



Campus Registrar Unit



INTERNAL SERVICES

1. Online Enrolment of Undergraduate Freshmen

The Office enlists in the PWEBSS Portal the list of new freshmen students who passed the **admission** for online enrolment.

admission for online enrollment:				
Office or Division:	CRU			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Incoming Freshmen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Notice/Certificate of Admission (C.A.) (*Note: Entrance Data Requirements to be forwarded by the SASU)			Student Affairs and Services Unit (SASU)	
Form 138, Good Moral, Photocopy of Birth Certificate (NSO/PSA copy)				
Medical Certificate, Long White Folder and 1 pc. 2x2 picture w/ nametag (white background)				
For transferees: Honorable Dismissal, Transcript of Records and other requirements				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Get the Registration Form (RF)	Print and Issue Student's Copy Registration Form	none	3 minutes	CRU Staff
END OF TRANSACTION		Total No. of Minutes: 3 minutes		



2. Online Enrolment of Undergraduate Regular Students

The Office tags the course load, schedule of classes and the Professors of all undergraduate regular students who will enroll in a particular term.

Office or Division:	CRU			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Undergraduate Regular Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
College Clearance		Undergraduate Regular Students		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Get the Registration Form (RF)	Print and Issue Student's Copy Registration Form	none	3 minutes	CRU Staff
END OF TRANSACTION		Total No. of Minutes: 3 minutes		



3. Enrolment of Undergraduate Irregular and Readmitted Students

The Campus Registrar evaluates the records of undergraduate irregular students and students who applied for re-admission to determine the number of units allowed and the courses to be assigned for enrollment.

Office or Division:	CRU			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Undergraduate Irregular and Re-admitted Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
College Clearance, O.R. for the Payment of adding/changing of subjects, Certificate of Re-admission (for re-admitted students)		CRU Cashier SASU		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
See the Campus Registrar for evaluation of scholastic record. For Re-admitted Students, present approved Certificate of Re-admission	Evaluate student's records/file. Enlistment of subjects to be enrolled	For adding 50 pesos per course	10 minutes	Campus Registrar ODAH FTD
Present Clearance	Get the Clearance. Check the Certificate of Re-admission Issue Registration Form	none	3 minutes	CRU Staff
END OF TRANSACTION		Total No. of Minutes: 13 minutes		



4. **Enrolment of CTP / Post-Baccalaureate/ Diploma And Graduate Studies Master's / Doctorate Programs**

The Office enlists in the PWEBSS Portal the list of new CTP/Post Baccalaureate/Diploma and Graduate Students and enlists the course loads to be enrolled.

Office or Division:	CRU			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	CTP/Post Baccalaureate and Graduate Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Old/Continuing Students: Clearance and O.R. for Payment For New Students: Certificate of Admission Honorable Dismissal Transcript of Record 1 pc. 2x2 Picture w/ nametag 1 pc. Long Folder Evaluation by the Asso. Dean of FTD Official Receipt		GEELU for CTP/Post Baccalaureate/ Special Programs/ Diploma FTD for Graduate Studies SASU Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Evaluates records of applicant in coordination with GEELU & FTD	GEELU/FTD: Advise and approve courses to be taken	none	5 minutes	GEELU /FTD/ Campus Registrar
Present list of subjects to be taken	Enlistment of subjects	none	3 minutes	CRU Staff
Pay tuition and miscellaneous fees at the Cashier's Office	Assessment of Fees	Varies on the number of units enrolled	5 minutes	Cashier
Present O.R and clearance. Get Registration Form from the CRU	Get O.R. and clearance. Print and Issue R.F.	none	2 minutes	CRU Staff
END OF TRANSACTION		Total No. of Minutes: 15 minutes		

5. Filing of Application for Requested Documents

The Office caters the needs of students and outside clients. Students and alumni may request for school documents such as, Certificate of Registration (COR), Certificate of Enrolment (COE), Certificate of Grades (COG), Transcript of Records (TOR), Certificate of Authentication and Verification (CAV), Honorable Dismissal, Diploma and many others.

Administration and Verification (CAV), Honorable Dismissal, Diploma and many others.				
Office or Division:	CRU			
Classification:	Simple			
Type of Transaction:	G2C- Government to client			
Who may avail:	Interested Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application Form; Clearance/ General Clearance For Diploma Reissuance: - Notarized Affidavit of Loss For CAV: - Original & Photocopy of Documents For Verification form for local/abroad employment: - Verification form, letter of consent & letter of the agency to the applicant For Dismissed students: - Certificate of No Objection For late submission of grades and rectification of grades: - Approved letter of request		CRU Office Client Client Requesting Agency Present school FTD, Dean & Faculty		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out application form for the following documents:	Issue Application Form for Documents			CRU Staff
Certificate of Registration (COR)	Check/examine filled-up Application Form	50 pesos	2 minutes	
Certificate of Enrolment (COE)	Check available records for verification	80 pesos		
Certificate of Grades (COG)		80 pesos		

Certificate of Honorable Dismissal/Transfer Credentials Transcript of Records <ul style="list-style-type: none"> Undergraduate Graduate 	80 pesos	5 minutes
	100/page 500/page	
Diploma <ul style="list-style-type: none"> Undergraduate Graduate 	230 pesos 530 pesos	
Authenticated Documents <ul style="list-style-type: none"> Certification TOR Diploma 	50/ copy 50/ page 80/ copy	
Certificate of Authentication and Verification	80 pesos	
Certificate of: <ul style="list-style-type: none"> Complete Academic Requirements (CAR) Exemption from SO General Weighted Average (GWA) Graduation Units earned No objection 	80 pesos	5 minutes
<ul style="list-style-type: none"> Detailed description of Courses 	50/ page	
<ul style="list-style-type: none"> English as Medium of Instruction 	80 pesos	
Forms <ul style="list-style-type: none"> Completion Form <ul style="list-style-type: none"> Undergraduate Graduate Adding/Changing of Subjects Withdrawal from Courses Dropping of Subjects 	50 pesos 75 pesos	
	50/ subject	

<ul style="list-style-type: none"> • Verification form for Employment abroad 		50 pesos		
<ul style="list-style-type: none"> • Late submission of grades • Rectification of Grades 		None		
For CTL: <ul style="list-style-type: none"> • Form 137 • Re-issuance of Diploma • Certificates 		230 pesos 230 pesos 80 pesos	5 minutes	
2. Pay corresponding fees at the Cashier's Office	Issuance of Order of Payment		5 minutes	Cashier
3. Present OR, Application Form and get Claim Stub	Check entries in the Application Form Return claim stub indicating the date of release	none	3 minutes	CRU Staff
END OF TRANSACTION Total No. of Minutes: will vary according to requested documents				



6. Processing of Document/s Applied For

The Office processes the requested documents and specifies number of days for release.

Office or Division:		CRU			
Classification:		Simple			
Type of Transaction:		G2C- Government to client			
Who may avail:		Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Application Form Official Receipt		Clients			
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Process document/s applied for	Document/s applied for are processed immediately. After filing of application, subject to retrieval of individual record envelopes	none		Campus Registrar CRU Staff	
Certificate of Registration (COR)			1 day		
Certificate of Enrolment (COE)					
Certificate of Grades (COG)					
Certificate of Honorable Dismissal Transcript of Records Undergraduate Graduate			3 days		
Diploma Undergraduate Graduate			20 minutes		
Authenticated Documents Certification TOR Diploma					
Certificate of Authentication and Verification			3 days		

Certificate of: Complete Academic Requirements (CAR) Exemption from SO General Weighted Average (GWA) Graduation Units earned No objection				
Detailed description of Courses	Forward the request to the Office of FTD		will vary according to requested documents	
English as Medium of Instruction			1 day	FTD
Forms Completion Form Undergraduate Graduate			1/2 day	
Adding/Changing of Subjects Withdrawal from Courses Dropping of Subjects Verification form for local/abroad Employment			1 hr.	Student Faculty, FTD Campus Registrar
Late submission of grades Rectification of grades			30 minutes	Campus Registrar CRU Staff Student/Client
For CTL: Form 137 Re-issuance of Diploma Certificates			3 days	Faculty, ODAH, FTD, CRU Staff CRU Staff
	Prepare documents for rechecking		15 minutes	
	Prepare documents for signing		15 minutes	
END OF TRANSACTION		Total No. of Minutes/Day: will vary according to type of requested documents		



Processing of Old TOR

Office or Division:	CRU			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form Official Receipt		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Process document/s applied for Old TOR for re-encoding and rechecking	Document/s applied for are processed immediately. After filing of application, subject to retrieval of individual record envelopes	none	3-7 days	Campus Registrar CRU Staff
	Prepare documents for rechecking	none	15 minutes	
	Prepare documents for signing		15 minutes	
END OF TRANSACTION		Total No. of Minutes/Days: 7 days		

Processing of Reconstructed TOR

Office or Division:	CRU			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form Official Receipt		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Process document/s applied for reconstruction of burnt TOR	Document/s applied for are processed immediately. After filing of application, subject to retrieval of individual record envelopes	none	20-30 working days	Campus Registrar CRU Staff
	Prepare documents for rechecking	none	15 minutes	
	Prepare documents for signing	none	15 minutes	
END OF TRANSACTION		Total No. of Minutes/Days: 30 days		



7. Releasing of Document/s Applied For

The Office releases the requested documents on or before the date stipulated in the claim stub.

Office or Division:	CRU			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Authorization Letter, Photocopy of Valid IDs, Claim Stub		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Claim Stub at the Office of the Registrar on the scheduled date of release	Release the document/s being requested Ask the applicant to sign in the Logbook	none	3 minutes	CRU Staff
END OF TRANSACTION		Total No. of Minutes: 3 minutes		