For FRESHMEN

**FLOW DIAGRAM**

1. Go to the *Office of Admissions and Scholarships (OAS)*:
   a. Fill - out the Enrolment Application Form
   b. Submit the following requirements:
      - Original copy of HIGH SCHOOL CARD
      - Original copy of Certificate of Good Moral Character
      - Original copy of NSO Birth Certificate
      - NCAE Result
      - One (1) pc. – long size brown envelope
   c. Get your Student ID Number
2. Proceed to the *Accounting Department* and pay P200 for the testing fee and P50 for the digital picture.
3. Proceed to the *Office of Admissions and Scholarships (OAS)*:
   a. Present the receipt of payment for picture taking and get the schedule of Entrance Exam.
   b. Take the Entrance Exam at the Testing Room/ Guidance Office upon presentation of the Testing Permit (detached portion of the Enrolment Application Form)
   c. Give the countersigned Testing Permit to the Guidance Counselor and wait for the test result interpretation, interview and issuance of the duly signed enrolment admission slip.
   d. For Nursing applicant, go to the College of Nursing Office for physical examination.
      **NOTE:** The OAS should ensure that the personal information of the freshman applicant has been encoded before releasing the duly signed enrolment admission slip and the test result.
4. Go to the *Enrollment Technical Office (ETO)* and present the enrolment admission slip for the following:
   a. Encoding of your tentative subject load
   b. Printing and releasing of the duly signed enrolment form
5. Proceed to the *Accounting Department* for payment.
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Brothers and sisters are entitled to a tuition fee discount.
   - Payment must be made within 3 working days for your subjects to be officially enrolled.
      **NOTE: NO DISCOUNTS DURING SUMMER TERM**
6. Proceed to the *Enrollment Technical Office (ETO)*:
   a. Submit the remaining copies of your enrolment form together with the acknowledgment receipt of the notification on random drug testing signed by the parent/ guardian
   b. Claim your Official Study Load, Student Handbook and ID Card. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.

**IMPORTANT REMINDERS:**
- Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
- If your ID card is lost, see the Student Affairs Office (SAO) immediately.
- If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
- Adding/ dropping of subjects is charged per transaction.
For FRESHMEN (One-Stop Enrollment)

**FLOW DIAGRAM**

1. Go to the Golden Gear Hotel (GGH) Function Room at the New Building
   - d. Fill-out the Enrolment Application Form
   - e. Submit the following requirements:
     - Original copy of HIGH SCHOOL CARD
     - Original copy of Certificate of Good Moral Character
     - Original copy of NSO Birth Certificate
     - NCAE Result
     - One (1) pc. ~ long size brown envelope
   - c. Get your Student ID Number.

2. Proceed to the Accounting Department and pay
   - a. P200 for the testing fee and P50 for the digital pictures
   - b. Enrollment Fee (Optional: must use separate payment slip)

   **NOTE:** Step 2b (payment of enrollment fee) can be made if the student has decided to enroll in CIT University. If this is done, skip step 4. The Enrollment Fee is refundable in case the applicant is not admitted or has decided not to pursue enrollment.

3. Proceed to GGH Function Room:
   - a. Present the receipt of payment for picture taking
   - b. Get the schedule of the Entrance Test.
   - c. Take the Entrance Test at the Testing Room upon presentation of the Testing permit (detached portion of the Enrolment Application Form)
   - d. Encode your additional personal information.
   - e. Give the countersigned Testing Permit to the Guidance Counselor and wait for the test result interpretation, interview and issuance of the duly signed enrolment admission slip.
     - For Nursing applicant, go to the College of Nursing Office for physical examination.
   - f. Present the enrolment admission slip for the encoding of subjects and printing of enrolment form
   - g. Get a copy of the Random Drug Testing Notification Form.

4. Go to the Accounting Department for payment. (Skip this step if this has been done in step 2b).
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Brothers and sisters are entitled to a tuition fee discount.
   - Payment must be made within 3 working days for your subjects to be officially enrolled.

   **NOTE:** NO DISCOUNTS DURING SUMMER TERM

5. Proceed to GGH Function Room:
   - b. Submit the Acknowledgment receipt of the Notification on Drug Testing signed by the parent/guardian.

   **NOTE:** For those who want to buy the school uniform and others, please get an order slip at the Ordering Section.

**IMPORTANT REMINDERS:**
- Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
- If your ID card is lost, see the Student Affairs Office (SAO) immediately.
- If your official study load is lost, see the Records In-Charge at the Registrar’s Office.
- Adding/dropping of subjects is charged per transaction.
- Students who will not enroll in a block sections (regular load of first year, first semester) must see the ETO staff.
For TRANSFEREES

FLOW DIAGRAM

1. Go to the **Student Affairs Office (SAO):**
   a. Fill-out the ENROLMENT APPLICATION FORM.
   b. Submit the following requirements:
      - Informative Copy of TRANSCRIPT OF RECORDS
      - Transfer Credentials
      - Original copy of Certificate of Good Moral Character
      - Original copy of NSO Birth Certificate
      - One (1) pc. - long size brown envelope
   c. Get your Student ID Number

2. Proceed to the **Accounting Department** and pay P300 for the testing fee and P50 for the digital picture.

3. Proceed to the **Office of Admissions and Scholarships (OAS):**
   e. Present the receipt of payment for picture taking and get the schedule of Entrance Exam.
   f. Take the Entrance Exam at the Testing Room/ Guidance Office upon presentation of the Testing Permit (detached portion of the Enrolment Application Form)

4. Go to the **University Clinic for medical/ dental evaluation.**

5. Go to the **Student Affairs Office (SAO):**
   a. Fill – out the necessary form
   b. Give the countersigned Testing Permit to the SAO Head for interview
   c. Get the following:
      - Entrance Test Result reviewed and signed by the SAO HEAD
      - Enrolment Admission Slip

6. Go to the **College/ Department** where the course you wish to enroll belongs:
   a. See the Dean/ Chair for review and signature of your Entrance Test result and approval of your Enrolment Admission.
   b. Have your subjects taken from other schools initially evaluated by the Dean/Chair using the prospectus/ checklist as basis of your tentative subject load.
   c. Present your tentative subject load to the enrolment adviser for encoding and printing/ releasing of the duly signed enrolment form.
   d. Attach the prospectus used by the dean/ chair in the preliminary evaluation of subjects taken to your enrolment form
   e. Get a copy of the Random Drug Testing Notification Form.

7. Proceed to the **Accounting Department** for payment.
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Brothers and sisters are entitled to a tuition fee discount.
   - Payment must be made within 3 working days for your subjects to be officially enrolled.

   **NOTE: NO DISCOUNTS DURING SUMMER TERM**

8. Proceed to **Enrollment Technical Office (ETO):**
   a. Submit the remaining copies of your enrolment form together with the Entrance Test result and acknowledgment receipt of the notification on random drug testing signed by the parents/guardian.
   b. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.
   c. **Wait for the printing of your ID Card.**

9. Go to the **Registrar’s Office** on or after the date reflected in the temporary study load:
   a. Claim your Official Study Load, and Student Handbook and ID Card. Failure to claim would mean no official enrolment”.
   b. Sign an UNDERTAKING for OFFICIAL ACCREDITATION of subjects taken from other schools
      (see Important Reminders #3 below) using Registrar form 22.

   **NOTE: General Education subjects with the same descriptive title and units do not need to be accredited.**

**IMPORTANT REMINDERS:**
- Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
- If your ID card is lost, see the SAO immediately.
✓ Have your subjects taken from other school/s officially accredited within one semester since admission to CIT using Registrar Form 20. Refer to your Records In-Charge at the Registrar’s Office.
✓ In rare cases, where no other subjects can be loaded except for certain subject/s which need immediate accreditation, accreditation of such subject/s must be done during enrolment.
✓ If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
✓ Adding/ dropping of subjects is charged per transaction.

**For OLD STUDENTS**

### FLOW DIAGRAM

1. Go to your **College/Department:**
   a. Secure your computer-generated grades, tentative subject-load form, plotted schedule form and latest evaluation checklist provided by the Registrar’s Office.
   b. Present your final admission slip, tentative subject load and plotted schedule of classes to your enrolment adviser for encoding of subjects and printing/releasing of the duly signed enrolment form.
   c. Get a copy of the Random Drug Testing Notification Form

2. Proceed to the **Accounting Department** for payment.
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Brothers and sisters are entitled to a tuition fee discount.
   - Payment must be made within 3 working days for your subject to be officially enrolled.
   
   **NOTE:** NO DISCOUNTS DURING SUMMER TERM

3. Proceed to the **Enrollment Technical Office (ETO):**
   a. Submit the remaining copies of your enrolment form together with the latest evaluation checklist supplied by the Registrar’s Office and the acknowledgment receipt of the notification for the random drug testing signed by the parent/guardian.
   b. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.

4. Go to the **Registrar’s Office** on or after the date reflected in the temporary study load and claim your official study load upon presentation of ID card for validation. Failure to claim would mean “no official enrolment”.

### IMPORTANT REMINDERS:

✓ Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
✓ If your ID card is lost, see the SAO immediately.
✓ If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
✓ Adding/dropping of subjects is charged per transaction.
1. Secure your computer-generated grades from your **Department/College**.

2. Go to the **Student Affairs Office (SAO)**:
   - a. Ask for clearance and alignment of program/course
   - b. Surrender your ID card

3. Go to the **College/Department** where the new degree/program you wish to enroll belongs:
   - f. See the Dean/Chair for the approval of transfer to the new program/course and preliminary evaluation of subjects taken to determine tentative subject load.
   - g. Present your final admission slip and tentative subject load to the enrolment adviser for encoding and printing/releasing of the duly signed enrolment form.
   - h. Attach the prospectus used by the dean/chair in the preliminary evaluation of subjects taken to your enrolment form
   - i. Get a copy of the Random Drug Testing Notification Form.

4. Proceed to the **Accounting Department** for payment.
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Brothers and sisters are entitled to a tuition fee discount.
   - Payment must be made within 3 working days for your subjects be officially enrolled.

5. Proceed to the **Enrollment Technical Office (ETO)**:
   - a. Submit the remaining copies of your enrolment form together with the acknowledgment receipt of the notification on random drug testing signed by the parent/guardian.
   - b. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.
   - c. Wait for the printing of your ID Card upon presenting your SAO clearance.

6. Go to the **Registrar’s Office** on or after the date reflected in the temporary study load:
   - a. Claim your official study load. Failure to claim would mean “no official enrolment”.
   - b. Sign an UNDERTAKING for OFFICIAL ACCREDITATION of subjects taken from your previous program/course (see Important Reminders #3 below) using Registrar Form 23.

**NOTE:** General Education subjects with the same descriptive title and units do not need to be accredited.

**IMPORTANT REMINDERS:**
- Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
- If your ID card is lost, see the SAO immediately.
- Have your subjects taken from former program/course officially accredited within one semester using Registrar Form 20. Refer to your Records In-Charge at the Registrar’s Office.
- In rare cases, where no other subjects can be loaded except for certain subject/s which need immediate accreditation, accreditation of such subject/s must be done during enrolment.
- If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
- Adding/dropping of subjects is charged per transaction.
For GRADUATE STUDENTS

   a. Fill-out the Enrollment Application Form:
   b. Submit the photocopy of the following:
      - Informative copy of TRANSCRIPT OF RECORDS
      - Transfer Credentials
      - Certificate of Good Moral Character
      - NSO Birth Certificate
      - NSO Marriage Certificate (for married women only)

2. Go to the Enrollment Technical Office (ETO) for the issuance of your Student ID Number.

3. Go to the Accounting Office and pay P250 for the testing fee & P50 for the digital picture.

4. Go to the Office of Admissions and Scholarships (OAS):
   a. Submit the original copy of the following enrolment requirements:
      - Informative copy of TRANSCRIPT OF RECORDS
      - Transfer Credentials
      - Certificate of Good Moral Character
      - NSO Birth Certificate
      - NSO Marriage Certificate (for married women only)
      - One (1) pc. – long size brown envelope
   b. Present the receipt of payment for picture taking and get the schedule of Entrance Exam.
   c. Take the Entrance Exam at the Testing Room/Guidance Office upon presentation of the Testing Permit (detached portion of the enrolment Application Form).
   d. Get your Enrolment Admission Slip.

5. Proceed to the Graduate Program Office:
   a. See the Dean / Chair for the approval of your Enrolment Admission.
   b. Have your subjects taken from other schools evaluated by the Dean/Chair using the prospectus/checklist of subjects as basis of your tentative subject load. A maximum of 12 units only shall be credited.
   c. Present your tentative subject load to the enrolment adviser for encoding and printing/releasing of the duly signed enrolment form.
   d. Attach the prospectus used by the dean/chair in the evaluation of subjects taken to your enrolment form.

6. Proceed to the Accounting Office for payment.
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Payment must be made within 3 working days for your subjects to be officially enrolled.

7. Proceed to the Enrollment Technical Office (ETO):
   a. Submit the Registrar’s Copy of your enrolment form
   b. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/ dropping) of subjects is discouraged.
   c. Wait for the printing of your ID Card.

8. Go to the Registrar’s Office on or after the date reflected in the temporary study load and claim your official study load. Failure to claim would mean “no official enrolment”.

**REMINDERS:**
- Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
- If your ID card is lost, see the SAO immediately.
- If your official study load is lost, see the Records In-Charge at the Registrar’s Office.
- Adding/ dropping of subjects is charged per transaction.
5. Go to the ETEEAP Office:
   a. Fill-out the following:
      - Applicant’s Information Sheet
      - ETEEAP Pre-Application Form
   b. Submit the following requirements:
      - Informative Copy of TRANSCRIPT OF RECORDS
      - Transfer Credentials
      - Original copy of Certificate of Good Moral Character
      - Original copy of NSO Birth Certificate
      - NSO Marriage Certificate (for married women only)
      - One (1) pc. - long size brown envelope

6. Proceed to the Student Affairs Office (SAO) and present ETEEAP Pre-Application Form for the issuance of your Student ID Number

7. Go to the Accounting Department and pay P300 for the Testing Fee and P50 for the digital picture.

8. Proceed to the Office of Admissions and Scholarships (OAS):
   a. Fill-out Enrolment Application Form
   b. Present receipt of payment for Picture Taking and Testing.
   c. Take the test at the Testing Room/ Guidance Office upon presentation of the Testing Permit (detached portion of the Enrolment Application Form)

9. Proceed to the Enrollment Technical Office (ETO) for the following:
   a. Encoding of subject and printing/ releasing of enrollment form upon presentation of ETEEAP Pre- Application Form
   b. Signature capturing and RFID Card releasing

10. Proceed to ETEEAP Office for the signature of your enrolment form by the ETEEAP Coordinator

11. Go to the Accounting Department and pay P5,000.00 for the enrolment fee.

12. Go to the Registrar’s Office and submit the remaining copy of your enrolment form.
FOR RETURNNEES (shifting to another course)

FLOW DIAGRAM

1. Secure clearance and report card/ grades at the Registrar’s Office.
2. Go to the Accounting Office for account verification and clearance.
3. Proceed to the Student Affairs Office (SAO):
   a. Ask for clearance and alignment of program/ course
   b. Surrender your ID card
4. Go to the College/ Department where the course you wish to enroll belongs:
   a. See the Dean/ Chair for the approval of transfer to the new program/ course and preliminary evaluation of subjects taken to determine your tentative subject load.
   b. Present your tentative subject load to the enrolment adviser for encoding and printing/ releasing of the duly signed enrolment form.
   c. Attach the prospectus used by the dean/ chair in the preliminary evaluation of subjects taken to your enrolment form
   d. Get a copy of the Random Drug Testing Notification Form.
5. Proceed to the Accounting Department for payment.
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Brothers and sisters are entitled to a tuition fee discount.
   - Payment must be made within 3 working days for your subjects to be officially enrolled.
   **NOTE: NO DISCOUNTS DURING SUMMER TERM**
6. Proceed to the Enrollment Technical Office (ETO):
   a. Submit the remaining copies of your enrolment form together with the acknowledgment receipt of the notification on random drug testing signed by the parent/ guardian.
   b. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/ dropping) of subjects is discouraged.
   c. Wait for the printing of your ID Card upon presenting your SAO clearance.
7. Go to the Registrar’s Office on or after the date reflected in the temporary study load:
   a. Claim your official study load. Failure to claim would mean “no official enrolment”.
   b. Sign an UNDERTAKING for OFFICIAL ACCREDITATION of subjects taken from your previous program/ course (see Important Reminders #3 below) using Registrar form 23.
   **NOTE:** General Education subjects with the same descriptive title and units do not need to be accredited.

IMPORTANT REMINDERS:

✓ Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
✓ If your ID card is lost, see the SAO immediately.
✓ Have your subjects taken from former program/ course officially accredited within one semester using Registrar Form 20. Refer to your Records In-Charge at the Registrar’s Office.
✓ In rare cases, where no other subjects can be loaded except for certain subject/s which need immediate accreditation, accreditation of such subject/s must be done during enrolment.
✓ If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
✓ New tuition fee rate is charged to your school account.
✓ Adding/ dropping of subjects is charged per transaction.
1. Secure clearance and report card/ grades at the Registrar’s Office.

2. Go to the Accounting Office for account verification and clearance.

3. Proceed to the Student Affairs Office (SAO) for clearance and assessment of ID Card if damaged and needs replacement.

4. Go to your College/ Department:
   a. Secure your tentative subject-load form and plotted schedule form.
   b. Present your tentative subject-load, plotted schedule of classes and SAO clearance to your enrolment adviser for encoding and printing/releasing of the duly signed enrolment form.
   c. Get a copy of the Random Drug Testing Notification Form

5. Proceed to the Accounting Department for payment.
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Brothers and sisters are entitled to a tuition fee discount.
   - Payment must be made within 3 working days for your subjects to be officially enrolled.

**NOTE: NO DISCOUNTS DURING SUMMER TERM**

6. Proceed to the Enrolment Technical Office (ETO):
   a. Submit the remaining copies of your enrolment form together with the acknowledgment receipt of the notification on random drug testing signed by the parent/ guardian and SAO clearance.
   b. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.
   c. Request for the printing of your ID Card upon presenting your SAO clearance for replacement of ID Card.

7. Go to the Registrar’s Office on or after the date reflected in the temporary study load and claim your official study load. Failure to claim would mean “no official enrolment”.

**IMPORTANT REMINDERS**:
- Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
- If your ID card is lost, see the SAO immediately.
- If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
- New tuition fee rate is charged to your school account.
- Adding/ dropping of subjects is charged per transaction.
1. Go to Station 1 and get your Report Card

2. Proceed to Station 2:
   - Fill-out the Application Form for admission
   - Get your Entrance Test result

3. Proceed to Station 3:
   - Submit your Report Card and Entrance Test Result
   - Get your Student ID Number
   - Secure Guidance Information Sheets

4. Proceed to Station 4 for picture taking.

5. Go to the Main Dining for the encoding of your subjects and printing of study load.

6. Go to the Enrollment Technical Office (ETO) to claim your ID Card.

Function Room, Golden Gear Hotel
April 7 (8:00AM – 5:00PM), 2015
ONE- STOP ENROLMENT
FOR CIT ELEMENTARY GRADUATES
TO HIGH SCHOOL

1. Go to Station 1 and get your Report Card

2. Proceed to Station 2:
   - Fill-out the Application Form for admission
   - Get your Entrance Test result

3. Proceed to Station 3:
   - Submit your Report Card and Entrance Test Result
   - Get your Student ID Number
   - Sign the Enrolment Form
   - Secure Guidance Information Sheets
   - Claim your Official Study Load

4. Go to Station 4 for picture taking

Function Room, Golden Gear Hotel
April 6 (8:00AM – 5:00PM), 2015