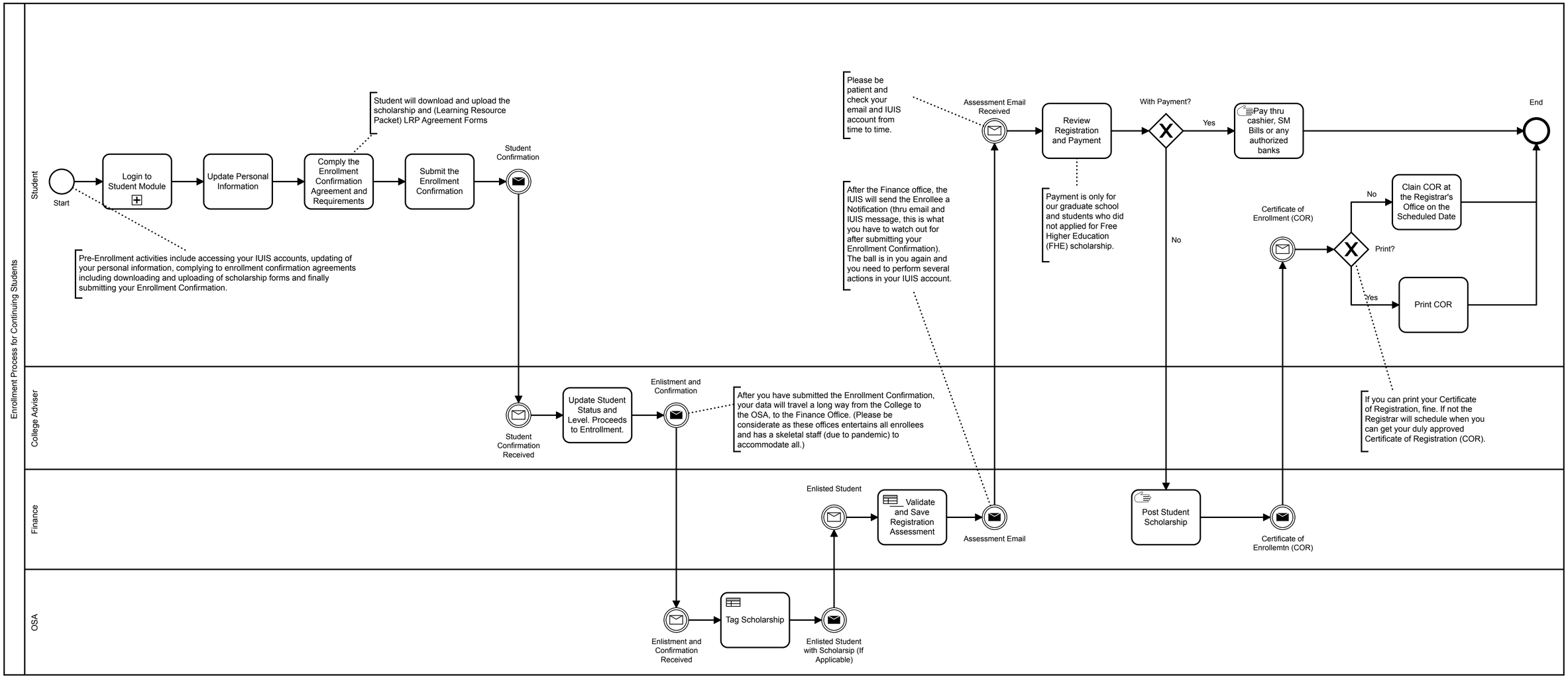
Enrollment Process for Continuing Students
Student
College Adviser
Finance
OSA
Start
Login to Student Module
Update Personal Information
Comply the Enrollment Confirmation Agreement and Requirements
Submit the Enrollment Confirmation
Student Confirmation
Student will download and upload the scholarship and (Learning Resource Packet) LRP Agreement Forms
Pre-Enrollment activities include accessing your IUIS accounts, updating of your personal information, complying to enrollment confirmation agreements including downloading and uploading of scholarship forms and finally submitting your Enrollment Confirmation.
Student Confirmation Received
Update Student Status and Level. Proceeds to Entrollment.
Enlistment and Confirmation
After you have submitted the Enrollment Confirmation, your data will travel a long way from the College to the OSA, to the Finance Office. (Please be considerate as these offices entertains all enrollees and has a skeletal staff (due to pandemic) to accommodate all.)
Enlistment and Confirmation Received
Tag Scholarship
Enlisted Student with Scholarsip (If Applicable)
Enlisted Student
Validate and Save Registration Assessment
Assessment Email
Assessment Email Received
Please be patient and check your email and IUIS account from time to time.
After the Finance office, the IUIS will send the Enrollee a Notification (thru email and IUIS message, this is what you have to watch out for after submitting your Enrollment Confirmation). The ball is in you again and you need to perform several actions in your IUIS account.
Review Registration and Payment
Payment is only for our graduate school and students who did not applied for Free Higher Education (FHE) scholarship.
With Payment?
Yes
No
Pay thru cashier, SM Bills or any authorized banks
Post Student Scholarship
Certificate of Enrollemtn (COR)
Certificate of Enrollment (COR)
Print?
No
Yes
Clain COR at the Registrar's Office on the Scheduled Date
Print COR
If you can print your Certificate of Registration, fine. If not the Registrar will schedule when you can get your duly approved Certificate of Registration (COR).
End