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Subject Loading/Withdrawal  
  
CHED Provisions  
  
Scholarships**

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College of Nursing and Allied Health Sciences:  
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College of Arts, Sciences and  Education:  
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College of  Management, Business and Accountancy:  
cmba@cit.edu  
  
College of Criminal Justice:  
ccj@cit.edu**

**Head, Library Services**

**Library Orientation  
  
Book Search  
  
Book Lending  
  
Bibliography  
  
Non-print Materials**

**E-mail Address: library@cit.edu**

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**Student Admission  
  
Catalogues & Prospectus  
  
Academic Grades  
  
Transcript of Records/Diploma  
  
Evaluation of Subjects  
  
Student Clearance**

**E-mail Address:  
  
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**Head, Guidance Center**

**Admission Procedures  
  
Guidance & Counselling  
  
Psychological/Educational Testing  
  
Occupational/Vocational Information  
  
Student Development**

**E-mail Address: guidance@cit.edu**

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**Attendance Excuse Slips  
  
Disciplinary Matters  
  
Student Activities  
  
Uniform Exemption  
  
Lost and Found Section**

**E-mail Address: sso@cit.edu**

**Head, Office of Admissions and Scholarships**

**Scholarships  
  
External Linkage  
  
Job Placement**

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**Head, Medical and Dental Services**

**Medical & Dental Consultations  
  
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**Department Heads**

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Subject Offerings & Laboratory, Room Assignments  
  
Instructors Load  
  
Supervision of Departmental Academic Matters  
  
Continuing Academic Advising**

**Accountant**

**Assessment & Payment of School Fees  
  
Examination Admission Slips  
  
Discounts and Refunds**

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**Alumni Affairs Director**

**Alumni Affairs**

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