

return to the guidance office to present the signed guidance slip / proof of academic advising.	then will issue a guidance slip for Admission Office			
4.Proceed to the Admission Office for enrollment				
	TOTAL		Up to 55 mins.	
FOR ONLINE PROCESSING OF STUDENTS UNDER ACADEMIC PROBATION				
1.Student under academic probation will email the scanned letter and valid identification card from parent / guardian to GCU official email address: guidance.unit@qcu.edu.ph	Guidance staff will verify the requirements submitted by the student. After verification, will send a scanned / picture of guidance slip to be presented / submitted by the student to the Admission Office	None	1 day	Guidance Staff
	TOTAL		1 day	

4. COUNSELING

The Guidance and Counseling Unit aims to promote mental health awareness and well-being by providing counseling services

Office or Division:	GUIDANCE, TESTING AND PLACEMENT DIVISION
Classification:	Simple
Type of Transaction:	G2C – government services transacting public
Who may avail:	Quezon City University Employees -Faculty -Administrative Officials and Staffs
CHECKLIST OF REQUIREMENTS	
Referral Form	Guidance Office
FOR ONLINE COUNSELING APPOINTMENT	
Referral Link	GCU Official FB Page

		https://www.facebook.com/qcuguidanceunit GCU Official Email Address guidance.unit@qcu.edu.ph or via the link / QR Code https://forms.gle/YKKrxRTZ9npUm37U8 		
CLIENT STEPS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Referral Form from the Guidance Office.	Guidance staff will collect the Referral Form and verify the information written	None	10 - 15 minutes	Guidance staff
2.Wait for the schedule of the counseling session	Guidance counselor will contact students for the schedule of session.	None	1 day	Guidance Counselor
FOR ONLINE COUNSELING APPOINTMENT				
1.Student may set an appointment via the online counseling link, GCU official FB Page or GCU email address	Guidance counselor will contact the student via email for confirmation and schedule of session.	None	1 day	Guidance Counselor
	TOTAL		2 days & 15 mins.	

5. Exit Interview for Transferring and Graduating Students

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Type of Transaction:	G2C – government services transacting public
Who may avail:	Transferring Students Graduating Students
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	