

FOR ONLINE ADMISSION TEST				
1. Applicants need to comply with all the requirements prescribed by the Admission Office	Invitation link will be sent through email address of the applicants	None	1 day	Guidance Staff / Psychometrician
2. Applicants will take the 70-item examination on the scheduled date and time.	Administer the Online Examination. Monitor the responses through Google Classroom. Result of Exam will be generated	None	1 Hour, 20 minutes	Guidance Staff / Psychometrician
3. Visit the University's Official Facebook Page / website for the result of the online examination.	Post the Official List of Passers on the University's Official Facebook Page / website	None	1 day	Guidance Staff / Psychometrician
	TOTAL		2 days, 1hour and 20 mins.	

3. STUDENTS UNDER ACADEMIC PROBATION

Students with grade deficiency will be referred under academic probation. This is a period of time in which they must improve their academic standing by meeting or making evident progress toward their school academic performance.

Office or Division:	GUIDANCE, TESTING AND PLACEMENT DIVISION		
Classification:	Simple		
Type of Transaction:	G2C – government services transacting public		
Who may avail:	All students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Valid identification card of parent / guardian			
Guidance slip		Guidance Office	
Counselor Conference Form		Guidance Office	
Academic Advising Form		Respective Colleges / Admissions Office	
FOR ONLINE PROCESSING OF STUDENTS UNDER ACADEMIC PROBATION			
Scanned letter from parent / guardian (Acknowledging their awareness of the student's academic status, reason for dropping / failing the subject, accepting possible			

consequences of being under academic probation, etc.)				
Scanned valid identification card of parent / guardian				
Scanned Guidance slip		Guidance office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Students under academic probation will need to proceed to the guidance office and filled-out the Counselor Conference Form .	Guidance staff will collect the Counselor Conference Form and will verify the student's academic status.	None	10 minutes	Guidance Staff / guidance counselor
2. Student will have a conference with the guidance staff /guidance counselor. For students who are under academic probation for consecutive semesters or incurred more than 3 failed subjects and Unauthorized Dropped(UD), will have a conference with the guidance staff/ counselor with their parent / guardian. Parent /guardian need to present a valid identification card for verification purposes.	Conduct conference with the student and parent / guardian After the conference, guidance staff / counselor will issue a guidance slip requesting their respective colleges / admission office for academic advising	None	15 - 30 minutes	Guidance Staff / Guidance Counselor
3. Student will proceed to their respective colleges and present the guidance slip , requesting for academic advising. After the academic advising, student will	Guidance staff / guidance counselor will collect the signed guidance slip / check the proof of academic advising Remove the " hold status " of the student	None	10 – 15 minutes	Guidance Staff / Guidance Counselor

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