

6. ENROLLMENT FOR CONTINUING OLD STUDENTS

This service is provided for old students of the various colleges who were enrolled or who were Unofficially Dropped (UD) last semester.

Office or Division:	Registrar and Admission Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	OLD students who were enrolled in the previous semester.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
ONSITE ENROLLMENT				
Clearance from Accounting, OSAS, and Guidance			Respective Offices	
Follow enrollment schedule			FB Page QCU Registrar	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tap ID for validation	1.1 Evaluate registered student if Regular or Irregular	None	1 minute	Registrar Staff
	1.2 Enroll Regular Student	None	2 minutes	College Advising officer / Registration Officer
	1.3 Enlist Irregular Student of subjects to be enrolled	None	3 minutes	College Advising / Enlistment Officer
	1.4 Print Registration Form	None	2 minutes	Registration Officer
2. Receive Officially Enrolled Registration Form	2. Stamp Officially Enrolled on Registration Form	None	2 minutes	Registration Officer
	TOTAL		10 minutes	
CHECKLIST OF REQUIREMENTS -			WHERE TO SECURE	
ONLINE ENROLLMENT				
Registration at the pre-enrollment link			QCU Website: www.qcu.edu.ph	
Clearance from Accounting, OSAS, and Guidance			Respective Offices	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the pre-enrollment link posted at www.qcu.edu.ph before the deadline.	1.1 Evaluate registered student if Regular or Irregular	None	1 working day *Students are evaluated based on their date and time of registration.	Registrar Staff
	1.2 Enroll Regular Student	None	1 working day	Registration Officer

	1.3 Enlist Irregular Student of subjects to be enrolled	None	1 working day	College Enlistment Officer
	1.4 Enroll enlisted irregular student	None	1 working day	Registration Officer
2. Receive official registration form via registered Gmail account	2. Send registration form	None	2 working days	ICTO
	TOTAL		6 working days	

7. REQUEST FOR TRANSCRIPT OF RECORD (TOR)

The transcript of records of the student is released upon the student's request and clearance by the university, and payment of the TOR.

Office or Division:	Registrar and Admission Division			
Classification:	Highly Complex			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Undergraduate and Graduate Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Clearance from all accountabilities (Clearance Request Form) 1 Valid Identification Card with Signature Special Power of Attorney (SPA) and ID card with picture of requester and representative			Registrar and Admission Division QCU Website: www.qcu.edu.ph Government Agency Notary Public	
Proof of payment for TOR			Student	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the request form and send it to the assigned email address for the specific courses: <ul style="list-style-type: none"> • BS Industrial Engineering, BS Electronics Engineering, and Bachelor of Early Childhood Education - urd.bseng@qcu.edu.ph • BS Entrepreneurship - urd.bsentrep@qcu.edu.ph • BS Information Technology - urd.bsit@qcu.edu.ph • BS Accountancy and BS Management Accounting - urd.bsa@qcu.edu.ph 	1.1 Acknowledge receipt of the request and verify clearance.	None	5 minutes *processing time may vary depending on the bulk of emails *Emails beyond office hours will be attended on the next office hour	Registrar's Staff