

ENROLLMENT PROCESS FOR THE COLLEGE OF NURSING

**OLD AND RETURNING STUDENTS**

**Step 1. REGISTRAR'S OFFICE(Foreign students only)**

- Have your credentials evaluated.

**Step 2. DEAN'S OFFICE**

- Present your CDU ID.
- Obtain the previous semester's grades.
- Get the subject assignment.
- Fill up the Pre-enrollment Form.

**Step 3. ACCOUNTING OFFICE**

- Pay the PHP 12,000.00 enrollment fee.
- Get the Official Receipt.

**Step 4. LIBRARY**

- Fill up the Student Information File (SIF) Form.
- Present the enrollment Official Receipt and the Pre-enrollment Form.
- Submit a 2"x2" colored identification picture (White background, shirt or blouse with collar and sleeves, taken within the last 3 months; computer printouts will not be accepted).
- Surrender your Student Library Card (SLC).

**Step 5. EDP OFFICE**

- Submit the accomplished Pre-Enrollment Form.
- Present the enrollment Official Receipt.

**Step 6 . DEAN'S OFFICE**

- Get a printout of the study load.
- Have your CDU ID validated.

**IMPORTANT: YOU SHALL BE CONSIDERED ENROLLED ONLY AFTER YOU COMPLETE THE ENROLLMENT PROCESS AND YOUR ID IS VALIDATED; OTHERWISE, A FINE OF PHP250.00 SHALL BE IMPOSED PER DAY BEYOND THE LAST DAY OF ENROLLMENT UNTIL YOU SHALL HAVE BEEN ENROLLED.**

Follow strictly the following Assessment / Updating schedules.

**First Semester:**

July 1-31 (before Midterm Exams)  
Sept 1-30 (before Final Exams)

**Second Semester:**

Dec 1-20 (before Midterm Exams)  
Feb 1-28 (before Final Exams)

- **NO assessment, NO payment accepted.**
- **We do not entertain assessment over the phone.**
- **Full payment discount shall be applied up to two (2) weeks after classes start.**

**DR. ENRICO B. GRUET**

Vice-President for Academic Affairs