

# Cebu Doctors' University

## ENROLLMENT PROCESS

### 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.**

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**DR. ENRICO B. GRUET**

Vice-President for Academic Affairs