



#### 4. Processing of Manual Enrollment

This service is both for regular and irregular students of the University and is done during the adjustment period. This happens when the student fails to enroll during the online registration period set by the University.

<b>Office or Division:</b>	Campus Academic Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Regular and Irregular Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished and printed copy of the R0 Form downloadable from <a href="http://www.pup.edu.ph">www.pup.edu.ph</a>		To be Printed from <a href="http://www.pup.edu.ph">www.pup.edu.ph</a>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to the Faculty member/s assigned to the subject/s to be enrolled for acceptance to the class	Accept and sign the R0 form	None	2 days, 7 hours, and 36 minutes	<i>Faculty Member/s Assigned Room/s based on Teaching Assignment</i>
2. Go to the Director/ Head of Academic Program for signature and tagging	Accept, evaluate, and sign the R0 form.  Tag the subject/s indicated in the R0 Form.	None	12 minutes	<i>Director/ Head of Academic Program</i>
3. Proceed to Cashier's Office to pay the assessed fee (for students not covered by R.A. 10931)	Accept payment and issue official receipt	Tuition Fee	8 minutes	<i>CDO Cashier/ Accounting Office</i>
<b>TOTAL</b>		<b>Varies</b>	<b>2 days, 7 hours, and 56 minutes</b>	