D.3
REGISTRATION AND ENROLLMENT

1. Processing of Request for Cross Enrollment Service

Student of the University may be authorized by the concerned Dean/Director and given permission by the University Registrar to cross-enroll within PUP System if the course/s they need to enroll during a given term is/are not offered in their respective campuses.

Office or Division:	Institute of Technology – Registrar's Office
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Cross-enrollees with S.I.S. account
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement letter from College Dean/Campus Director duly noted by VPAA/VPC	College/Campus
2. Official Receipt for cross-enrollment	Cash Receipts Section, Fund Management Office (FMO)
3. Latest Registration Certificate	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure permission to cross-enroll from PUP Branch/Campus to PUP Main Campus	1. The Campus Director will endorse the student to OVPC for approval. 1.1 The Campus Director must check if the student has remaining allowable units if currently enrolled in the originating Campus	None	One (1) day	*Branch/Campus Director/Staff*

2. Proceed to the Office of the Vice President for Branches/Satellite Campus to get the approved letter for cross-enrollment.	2. Release approved letter and check the completeness of the required documents.	None	One (1) day 2 hours and 15 minutes	*Office of the Vice President for Branches and Satellite Campus Staff* Second Flr., South Wing PUP Main Bldg.
3. Go to the Registrar and submit permit to cross-enroll for approval	3. Release approved permit to cross-enroll and verify the completeness of the documents. If complete: 3.1 Go to the College that offers the subject to check the availability. 3.1.1 If available, approval from the Chairperson and get course details (program, year, section, schedule and room)	None	16 minutes	*Receiving Staff* Respective Registrar's Office
4. Proceed to Fund Management Office and pay the amount	4. Accept payment and issues official receipt.	Php150.00	8 minutes	*Cash Receipts Officer Cashier's Office* Ground Flr., south Wing, PUP Main Bldg.
5. Proceed to ITECH Registrar for final approval of request to cross-enroll	5. Issue manual registration form and fill out completely.	None	4 minutes	*Receiving Staff* Respective Registrar's Office

6. Proceed to the chairperson's office for tagging of subjects.	6. Tag the courses and assessment of fees.	Tuition and Miscellane ous Fees under R.A. 10931	13 minutes	*Chairperson* Respective Chairperson's Office
7. Proceed to ITECH Registrar Services for validation of Registration Certificate	7. Validate Registration Certificate 7.1 Require the client to sign in the logbook	None	4 minutes	*Receiving Staff* Respective Registrar's Office
	TOTAL	**Php150.0 0**	**2 days and 3 hours**	