



CEBU INSTITUTE OF TECHNOLOGY
UNIVERSITY

THE CIT UNIVERSITY ENROLLMENT POLICY





THE CIT UNIVERSITY ENROLLMENT POLICY

The Cebu Institute of Technology – University is open to any student who shows the intellectual capacity and personal aptitude to carry on the schoolwork as expected of him/her. To qualify for admission, the applicant should meet CIT’s academic standards and must be willing to abide by the rules and regulations, policies, and ideals of the institution.

The Institution has a set of Enrollment Requirements and Procedures as recorded in the University’s Manual. However, when all onsite operations ceased at the start of the COVID-19 pandemic, the University shifted to online means of enrolling students into the university. The items below provide the different requirements and processes for enrollment from onsite (pre-pandemic) to online (pandemic) as the University resiliently survived and thrived one of the world’s most unprecedented challenges.

ONSITE (PRE-PANDEMIC)

A. CREDENTIALS.

To qualify for admission, the applicant must present the following credentials:

1. **High School Graduates** - High School Graduates applying for admission to a baccalaureate program must have passed the CIT entrance examination and interview, and should submit the following:
 - b) original Form 138 (High School report card) or certificate of completion indicating eligibility for college;
 - c) certificate of Good Moral Character from the High School principal or guidance counselor; and
 - d) NSO certified copy of Birth Certificate.
2. **Shiftees** - are students of CIT who intend to enroll in another program. Shiftees applying for admission must secure clearance from the following offices: Student Affairs, Registrar, Accounting, and previous department/college. Approval must be secured from the receiving department/college.
3. **Returnees** - are students of CIT in previous semesters who have stopped without enrolling in another school. Returnees applying for admission must secure a clearance from the Student’s Affairs Office, the Registrar’s Office,



and the Accounting Office. The school reserves the right to refuse admission of returning students whose curriculum is no longer offered.

4. **Transferees** – Transferees applying for admission must have passed the CIT entrance examination and interview, and should submit the following:
- a) Certificate of transfer credential;
 - b) Informative copy of the transcript of records;
 - c) NSO certified copy of the birth certificate; and
 - d) Certificate of good moral character from an authorized representative of the previous school attended.

Through the deans or authorized representatives, the school reserves the right to give a validating examination for any or all courses taken outside CIT.

No transferees will be accepted if they are classified as fifth or fourth year as the case may be as CIT requires that:

- a) For 5 – year programs, the total units of the last three semesters of the prescribed curriculum (at least 40 units of which shall involve professional courses); and
- b) For 4 – year programs, the total units of the last two semesters of the prescribed curriculum (at least 24 units of which shall involve professional courses)

must be taken in CIT before they can be granted academic degrees.

5. **ETEEAP (Expanded Tertiary Education Equivalency Accreditation Program, pursuant to Executive Order 330, Series of 1996)** applicants must comply with the following requirements:
- a) At least 22 years old;
 - b) Holder of High School Diploma;
 - c) Filipino citizen;
 - d) With at least five years of related work experience;
 - e) Must pass the entrance and psychological examinations.
6. **Graduate Students** – graduates who hold the appropriate bachelor's degree or its equivalent are eligible for admission to a master's program. The college/department may, however, have its prescribed admission requirements, retention, and other academic policies.
7. **Public School Teachers** – should present a Permit-To-Study approved by the Division Superintendent.



8. **Foreign Students** – must submit two photocopies copies of his/her Alien Certificate of Registration and other requirements as may be set by law and the school.

B. ENROLMENT PROCEDURE

The OAS processes all college and graduate admission applications. It screens the applicant's admission requirements and ensures that it is complete. It also schedules the entrance examinations in coordination with the Guidance Center.

The following guidelines are observed during the enrolment period:

1. Every prospective student must enroll during the prescribed registration period. Detailed instructions on enrolment procedures are issued during the enrolment period and posted on the bulletin board.
2. Consultation with an adviser regarding requirements and course assignments is a must.
3. A student is considered officially enrolled after he/she has submitted the required admission or transfer credentials to the Registrar's Office on or before the end of the enrolment period for the term, has made an initial payment of school fees, and has been issued an official study load authorizing him/her to attend classes.
4. A student who cannot present an official study load to his/her teacher at the start of the term/semester will not be allowed to attend the class.
5. Enrolment by proxy is discouraged.

ENROLMENT PROCEDURE

1. Pre-Enrolment Procedure for Freshmen

- Go to the Office of Admissions and Scholarships (OAS) Fill out the Enrollment Application Form (**EAF**)
- Submit a photocopy of the **High School Card** reflecting at least the grades of the 2nd grading period.
- Go to the **Accounting Department** to pay P250 for the testing fee and digital picture.
- Proceed to **OAS** to present the **receipt** and **AFE form** for picture taking and the encoding of students' personal data.
NOTE: The OAS should ensure that the personal information of the freshman applicant has been encoded before releasing the duly signed pink slip and the test result.
- Go to the **Testing Room** and present the **Permit** (a detached portion of the **Arm**) for the **Entrance Examination**.



- Go back to the OAS and present the countersigned exam permit to claim the Certificate for Admission.
- Proceed to the **Enrollment Technical Office (ETO)** to present the Certificate for Admission to secure a **Student ID Number** and **computer-generated enrollment form**.
- Go to the **ACCOUNTING DEPARTMENT** for payment of P800.00.
 - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting D
 - Brothers and sisters are entitled to a tuition fee discount.
- Go back to the **ETO** and
 - submit the remaining copy of your **computer-generated enrollment form**.
 - present your official receipt of payment to evaluate fees and print the **Claim Slip**.

Use the **Claim Slip** to claim your **Study Load** at the **Registrar's Office** upon submission of all lacking admission requirements (placed in a long brown envelope).

2. Enrolment Procedure for Freshmen

- a. Go to the **Office of Admissions and Scholarships (OAS)** to:
 - i. Fill - out the Enrolment Application Form (EAF)
 - ii. Submit the following requirements:
 - Original copy of HIGH SCHOOL CARD
 - Original copy of Certificate of Good Moral Character
 - Original copy of Birth Certificate, preferably NSO Certified
 - NCAE Result
 - One (1) piece long size brown envelope
 - iii. Get a copy of the Random Drug Testing Notification Form
- b. Proceed to the **Accounting Department** and pay P250 for the testing fee and P50 for the digital picture.
- c. Once paid, proceed to **OAS** to:
 - i. Present the testing fee and digital picture payment proof for picture taking and scheduling of the Entrance Exam.



- ii. Take the Entrance Exam at the Testing Room upon presentation of the Testing Permit (a detached portion of the EAF).
- iii. Give the countersigned permit to **OAS** and wait for the test result, interview, and issuance of the duly signed enrollment admission slip.
- iv. For BS Nursing applicants, go to the College of Nursing and Allied Health Sciences for the physical examination.

NOTE: **OAS** should ensure that the personal information of the freshman applicant has been encoded before releasing the duly signed pink slip and the test result.

d. Go to the **Enrollment Technical Office (ETO)** and present the enrollment admission slip for the issuance of your Student ID Number.

e. Proceed to the **Accounting Department** for payment of the enrollment fee.

Students who will pay in full are entitled to a cash discount evaluated by the Accounting Department. Brothers/sisters are entitled to a tuition fee discount.

f. Proceed to the **Enrollment Technical Office (ETO)**

- i. Present the receipt of payment for the encoding of your tentative subject load and printing of your computer-generated form
- ii. Review the date reflected in the enrolment form and return the said form after signing it.
- iii. Submit the acknowledgment receipt of the notification on random drug testing signed by the parent/guardian.
- iv. Return the duly signed enrolment form and claim your Official Study Load, Student Handbook, and ID Card.

IMPORTANT REMINDERS: Keep your official study load and ID card as these will be inspected by your teachers during the **FIRST WEEK** of classes. If your ID card is lost, see the Student Affairs Office (SAO) immediately. If your official study load is lost, see your Records In-Charge at the University Registrar's Office (URO).

3. Enrollment Procedure for Old Students

- a. Go to the **Accounting Department** for payment of the enrollment fee



- Students who will pay in full are entitled to a cash discount which the Accounting Department will evaluate. However, full payment will only be entertained after Step 2, where the student can already present the enrolment form.
 - Brothers and sisters are entitled to a tuition fee discount.
- b. Proceed to your **College/Department**
- i. Secure your computer-generated grades from the previous semester, tentative subject-load form, and plotted schedule form.
 - ii. Present your tentative subject-load and plotted schedule of classes to your enrollment adviser for encoding.
 - iii. Wait for your computer-generated enrollment form duly signed by the enrollment adviser.
 - iv. Get a copy of the Random Drug Testing Notification Form.
- c. Proceed to the **Enrollment Technical Office (ETO)** to:
- i. Submit the following:
 - Duly signed enrollment form
 - Acknowledgment receipt of the notification on random drug testing signed by the parent/guardian
 - ii. Claim your temporary study load. Check immediately if your study load contains all the courses you intend to enroll in and the correct schedule of classes. Changing and dropping of courses are discouraged.
- d. Proceed to the **University Registrar's Office (URO)** on the date specified in the temporary study load and claim your official study load upon presentation of the ID card for verification. Failure to claim would mean "no official enrollment".

IMPORTANT REMINDERS:

- ❖ Keep your official study load and validated ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
- ❖ If your ID card is lost, see the SAO immediately.
- ❖ If your official study load is lost, see your Records In-Charge at URO. □ Adding/dropping of subjects is charged at P40 per transaction.

4. Enrollment Procedure for Shiftees

- a. Secure your computer-generated grades from your current **Department/College**.



- b. Go to the **Student Affairs Office (SAO)**:
 - i. Ask for clearance and alignment of program/course.
 - ii. Surrender your ID card.
- c. Proceed to the **Accounting Department** for payment of the tuition and ID card (one receipt each).

Note:

- Students who will pay in full are entitled to a cash discount which the Accounting Department will evaluate. However, full payment will only be entertained after finishing where the student can already present the enrolment form.
 - Brothers and sisters are entitled to a tuition fee discount
- d. Go to the **College/Department** where the program you wish to enroll belongs for the following:
 - i. Meeting with the Dean/Chair for the approval of transfer to the new program and preliminary evaluation of your courses taken from the former program using the prospectus/checklist of courses as the basis of your tentative subject-load and printing.
 - ii. Encoding of your tentative subject-load and printing of your enrollment form, which will be duly signed by the enrollment adviser.
 - iii. Attachment of the prospectus used by the Dean/Chair for preliminary evaluation of courses taken from the former program to your enrollment form.
 - iv. Procurement of a copy of the Random Drug Testing Notification Form.
 - e. Proceed to the **Enrollment Technical Office (ETO)** to:
 - i. Submit the following:
 - Duly signed copies of your enrollment form
 - Acknowledgment receipt of the notification on random drug testing signed by the parent/guardian
 - ii. Claim your temporary study load. Check if your study load contains all the courses you intend to enroll in and the correct schedule of classes. Changing and dropping of courses are discouraged.



- iii. Request for picture taking upon presentation of SAO clearance and receipt of ID card payment.
- f. Go to the **University Registrar's Office (URO)** on the date specified in the temporary study load to:
 - i. Claim your official study load and ID card. Failure to claim would mean "no official enrollment".
 - ii. Sign an UNDERTAKING for OFFICIAL ACCREDITATION of courses taken from your previous program (see Important Reminders No. 3 below) using Registrar Form 23.

NOTE: General Education courses with the same descriptive title and units do not need to be accredited.

IMPORTANT REMINDERS:

1. Keep your official study load and ID card as these will be inspected during the FIRST WEEK of classes. Do not lose them.
2. If your ID card is lost, see the SAO immediately.
3. If your official study load is lost, see your Records In-Charge at URO.
4. Have your courses taken from the former program officially accredited within one semester using Registrar Form 20 (Refer to your Records In-Charge at URO).
5. In rare cases, where no other courses can be loaded except for certain course/s which need immediate accreditation, accreditation of such course/s must be done during enrollment.
6. Adding/dropping of courses is charged at P40 per transaction.

5. **Enrollment Procedure for Returnees (enrolling in the same program)**

- a. Secure clearance and grades at the **University Registrar's Office (URO)**.
- b. Go to the **Accounting Office** for account verification and clearance.
- c. Proceed to the **Student Affairs Office** for clearance.
- d. Go to your **College/Department** to:
 - i. Secure your tentative subject-load form and plotted schedule form.



- ii. Present your tentative subject-load and plotted schedule of classes to your enrollment adviser for approval and reservation within 24 hours.
 - iii. Present your SAO clearance to the enrollment adviser for the printing and issuance of the duly signed computer-generated enrollment form.
- e. Proceed to the **Accounting Department** for payment.
- Students who will pay in full are entitled to a cash discount which the Accounting Department will evaluate.
 - Brothers and sisters are entitled to a tuition fee discount.
- f. Proceed to the **Enrollment Technical Office (ETO)** to:
- i. Submit the remaining copies of your computer-generated enrollment form together with the CIT official window mail envelope with a stamp.
 - ii. Present your SAO clearance and official receipt of payment for the evaluation of fees and printing of temporary study load. Check if your study load contains all the courses you intend to enroll in and the correct schedule of classes. Changing and dropping of courses are discouraged while changing of schedule due to erroneous encoding is allowed only within three working days from the date of issuance of temporary study load.
- g. Go to **URO** on the date specified in the temporary study load and claim your official study load upon presentation of the ID card for validation. Failure to claim would mean “no official enrollment”.

IMPORTANT REMINDERS:

1. Keep your official study load and validated ID card as these will be inspected during the FIRST WEEK of classes. Do not lose them.
2. If your ID card is lost, see the SAO immediately.
3. If your official study load is lost, see your Records In-Charge at the Registrar's Office.
4. New tuition fee rate is charged to your school account.
5. Adding/ dropping of subjects is charged at P40 per transaction.

6. **Enrollment Procedure for Returnees (shifting to another program)**



- a. Secure clearance and grades at the **University Registrar's Office (URO)**.
 - b. Proceed to the **Student Affairs Office (SAO)** to:
 - i. Ask for clearance and alignment of program.
 - ii. Surrender your ID card.
 - c. Go to the **Accounting Department** for the following:
 - i. Account verification and clearance
 - ii. Payment of tuition and ID card (one receipt each)
- Note:**
- Students who will pay in full are entitled to a cash discount which the Accounting Department will evaluate. However, full payment will only be entertained after finishing where the student can already present the enrolment form.
 - Brothers and sisters are entitled to a tuition fee discount
- d. Go to the **College/Department** where the program you want to enroll belongs for the following:
 - i. Meeting with the Dean/Chair for the approval of transfer to the new program and preliminary evaluation of your courses taken from the former program using the prospectus/checklist of courses as the basis of your tentative subject-load and printing.
 - ii. Encoding of your tentative subject-load and printing of your enrollment form, which the enrollment adviser will duly sign.
 - iii. Attachment of the prospectus used by the Dean/Chair for preliminary evaluation of courses taken from the former program to your enrollment form.
 - iv. Procurement of a copy of the Random Drug Testing Notification Form.
 - e. Proceed to the **Enrollment Technical Office (ETO)** to:
 - i. Submit the following:
 - Duly signed copies of your enrollment form
 - Acknowledgment receipt of the notification on random drug testing signed by the parent/guardian
 - ii. Claim your temporary study load. Check if your study load contains all the courses you intend to enroll in and the correct



schedule of classes. Changing and dropping of courses are discouraged.

- iii. Request for picture taking upon presentation of SAO clearance and receipt of ID card payment.

- f. Go to **URO** on the date specified in the temporary study load:
 - i. Claim your official study load and ID card. Failure to claim would mean “no official enrollment”.
 - ii. Sign an UNDERTAKING for OFFICIAL ACCREDITATION of courses taken from your previous program (see Important Reminders No. 3 below) using Registrar Form 23.

NOTE: General Education courses with the same descriptive title and units do not need to be accredited.

IMPORTANT REMINDERS:

1. Keep your official study load and ID card as these will be inspected during the FIRST WEEK of classes. Do not lose them.
2. If your ID card is lost, see the SAO immediately. If your official study load is lost, see your Records In-Charge at URO.
3. Have your courses taken from the former program officially accredited within one semester using Registrar Form 20 (Refer to your Records In-Charge at URO).
4. In rare cases, where no other courses can be loaded except for certain course/s which need immediate accreditation, accreditation of such course/s must be done during enrollment.
5. New tuition fee rate is charged to your school account.
6. Adding/dropping of courses is charged at P40 per transaction.

7. Enrollment Procedure for Transferees

- a. Go to the **Student Affairs Office (SAO)** to:
 - i. Fill out the ENROLLMENT APPLICATION FORM.
 - ii. Submit the following requirements:
 - Informative copy of TRANSCRIPT OF RECORDS
 - Honorable Dismissal/Transfer Credentials
 - Original copy of the Certificate of Good Moral Character
 - Original copy of Birth Certificate
 - One (1) pc. long-sized brown envelope



- b. Proceed to the **Accounting Department** and pay P250 for the testing fee and P50 for the digital picture.
- c. Proceed to the **Office of Admissions and Scholarships (OAS)** to:
- Present the receipt of payment for picture taking and scheduling of the Entrance Exam.
 - Take the Entrance Exam at the Testing Room upon presentation of the Testing Permit (a detached portion of the Enrollment Application Form)
- NOTE: OAS** should ensure that the personal information of the transferee has been encoded.
- d. Go to **SAO** to:
- Fill out the necessary form.
 - Give the countersigned Testing Permit to the SAO Head for interview and endorsement of your enrollment admission.
 - Get your student ID number.
 - Proceed to OAS for approval of admission.
- NOTE: SAO** will sign the admission slip to recommend the applicant's admission to the college.
- e. Proceed to the **Accounting Department** for payment.
Students who will pay in full are entitled to a cash discount which the Accounting Department will evaluate. However, full payment will only be entertained after finishing step F, where the student can already present the enrollment form. Brothers and sisters are entitled to a tuition fee discount.
- f. Go to the **College/Department** where your program belongs to:
- See the Dean/Chair for the approval of your enrollment admission.
 - Have your courses taken from other schools initially evaluated by the Dean/Chair using the prospectus/checklist of courses as the basis of your tentative subject load.
 - Present your tentative subject load to the enrollment adviser encoding and printing your computer-generated enrollment form, which will be duly signed by the adviser.



- iv. Attach the prospectus used by the Dean/Chair for preliminary evaluation of courses taken from other schools to your enrollment form.
- v. Get a copy of the Random Drug Testing Notification Form.
- g. Proceed to the **Enrollment Technical Office (ETO)** to:
 - i. Submit the following:
 - Duly signed copies of your enrollment form
 - Acknowledgment receipt of the notification on random drug testing signed by the parent/guardian
 - ii. Claim your temporary study load. Check immediately if your study load contains all the courses you intend to enroll in and the correct schedule of classes. Changing and dropping of courses are discouraged.
- h. Go to the **University Registrar's Office (URO)** on the date specified in the temporary study load and:
 - i. Claim your official study load and ID card. Failure to claim would mean "no official enrollment".
 - ii. Get a copy of your Student Handbook.
 - iii. Sign an UNDERTAKING for OFFICIAL ACCREDITATION of courses taken from another school (see Important Reminders #3 below) using Registrar Form 22.

NOTE: General Education courses with the same descriptive title and units do not need to be accredited.

IMPORTANT REMINDERS:

1. Keep your official study load and ID card as these will be inspected during the FIRST WEEK of classes. Do not lose them.
2. If your ID card is lost, see the SAO immediately.
3. Have your courses taken from other school/s officially accredited within one semester since admission at CIT University using Registrar Form 20. Refer to your Records In-Charge at URO.
4. In rare cases, where no other courses can be loaded except for certain course/s which need immediate accreditation, accreditation of such course/s must be done during enrollment.
5. If your official study load is lost, see your Records In-Charge at URO.
6. Adding/dropping of courses is charged at P40 per transaction.



ONLINE (PANDEMIC AND CURRENT)

It was almost the start of the Summer Term enrollment when Cebu City was placed under quarantine in March 2020. With the foresight of the COVID-19 being bleak, the University immediately created an ad hoc committee that designed the initial online enrollment process using online forms.

A. REQUIREMENTS

To simplify the enrollment process, at a time when procuring documents are challenging, the University required the following requirements for admission:

1. New Students
 - a. Form 138/Senior High School Report Card
 - b. PSA-Authenticated Birth Certificate
 - c. Certificate of Good Moral Character
2. Transferees
 - a. Certificate of Transfer Credentials or Honorable Dismissal
 - b. Transcript of Record for Evaluation
 - c. Certificate of Good Moral Character
 - d. PSA-Authenticated Birth Certificate
3. Graduate and Post Graduate Studies
 - a. Certificate of Transfer Credentials or Honorable Dismissal
 - b. Certificate of Good Moral Character
 - c. PSA-Authenticated Birth Certificate
 - d. PSA-Authenticated Marriage Certificate (for married women only)
4. ETEEAP
Pre-Evaluation Requirements
 - a. Applicant's Evaluation Sheet
 - b. Employer-Certified Detailed Job Description
 - c. Informative copy of the Transcript of Records (TOR) / If HIGH SCHOOL GRADUATE, attach Form 138/Form 137. If COLLEGE LEVEL, attach Transcript of Records of the last school attended.
 - d. PSA-Authenticated Birth Certificate
 - e. Certificate of Transfer Credential
 - f. PSA-Authenticated Marriage Certificate (for married women only)
 - g. Certificate/s of Employment (COE)



B. ENROLLMENT PROCEDURE

PHASE 1. As an emergency response to the need to set up an online enrollment system. The following enrollment procedure was adopted.

1. For New Students (Freshmen and Transferees)
 - a. Fill out the online application forms (forms no longer active).
 - b. Submit credentials/requirements via this link:
<https://docs.google.com/forms/d/e/1FAIpQLSdKsNTT1zI5X5fRrrxMmifLW4G9NL2Q5ws5wgtByGZb4EBsSw/viewform>.
 - c. Pay the Enrollment Fee via online payment options, which can be found in this link: <https://www.cit.edu/payment-options/>.
 - d. Send proof of payment through this link:
http://bit.ly/CITU_ProofOfPayment.
 - e. Wait for the enrollment confirmation sent through email via the University Registrar's Office.
 - f. Wait for the study load to be released by the Enrollment Technical Office via email.
2. For Old and Continuing Students
 - a. Fill out the enrollment form (form no longer active).
 - b. Pay the Enrollment Fee via online payment options, which can be found in this link: <https://www.cit.edu/payment-options/>.
 - c. Send the proof of payment through this link:
http://bit.ly/CITU_ProofOfPayment.
 - d. Wait for the enrollment confirmation sent through email via the University Registrar's Office.
 - e. Wait for the study load to be released by the Enrollment Technical Office via email.

PHASE 2. To provide efficiency in its online processes, the University adopted the Academic Information Management System that provided an integrated platform for institutional processes, including enrollment.

1. For Freshmen and Transferees
 - a. Fill out the application form via
<https://cituweb.pinnacle.com.ph/aims/applicants/>
 - b. Submit requirements/credentials via
<https://docs.google.com/forms/d/e/1FAIpQLSdKsNTT1zI5X5fRrrxMmifLW4G9NL2Q5ws5wgtByGZb4EBsSw/viewform>.



- c. Wait for the confirmation email from the Enrolment Technical Office.
 - d. Pay the Learning Management System Activation Fee through the payment options found in this link: <https://www.cit.edu/payment-options/>.
 - e. Wait for your AIMS and LMS account to be emailed by the Admission Team.
2. For Continuing Students and Returnees
(Returnees should email their name, program & year, and student ID number to eto@cit.edu for the activation of AIMS account)
- a. Log-in to AIMS student portal:
<https://cituweb.pinnacle.com.ph/aims/students/>
 - b. Go to the Registration tab and register for all courses.
 - c. Set the Mode of Payment.
 - d. Submit the registered courses.
 - e. Pay the Activation Fee through the payment options available in this link:
<https://www.cit.edu/payment-options/>.
 - f. SELF-ENROLLMENT tutorial video may be accessed through this link:
<https://youtu.be/-B8XT4dEa3w>.