



CAVITE STATE UNIVERSITY – CCAT CAMPUS

CAMPUS REGISTRAR

External and Internal Services



2. Registration of New Students				
This procedure aims to facilitate registration process of new students that ensures safekeeping of student records and accurate enrolment to a particular program.				
Office or Division:	Office of University Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All new students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Virtual Registration Form		Student Portal Link https://cvsu-rosario.edu.ph/CVSU_Portal/registration.php		
Notice of Admission		Office of the Students Affairs and Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Notice of Admission and all the required original documents for enrolment.	1.1 Receive the Notice of Admission and check the completeness of the documents.	None	5 Minutes	Campus Registrar Staff
2. Submit the approved Notice of Admission.	2.1 Receive the approved Notice of Admission, Enlist Subjects, Registered and send the student’s virtual Registration Form to their Student Portal Account.	None	2 Minutes	<i>Campus Registrar Staff</i> <i>MIS Office</i>



<p>3. Create Student Portal Account: link: https://cvsu-rosario.edu.ph/CVSU_Portal/registration.php</p> <p>Check the validated Registration Form through their Student Portal.</p>	<p>3.1 Students are considered officially enrolled if the system will generate a markings. “ENROLLED”</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>MIS Office</i></p>
	<p>TOTAL:</p>	<p>None</p>	<p>12 Minutes</p>	



3. Online Registration of Continuing Students				
This procedure aims to facilitate the registration of the continuing students in different departments.				
Office or Division:	Office of University Registrar			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All continuing students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form		Office of the Campus Registrar		
Pre-enrollment Form		Office of the Campus Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Enlistment of subjects to be taken: Link: https://cvsu-rosario.edu.ph/CVSU_Portal/student_portal	1.1 Online subject registration.	None	2 Minutes	<i>Registration Advisers MIS Office</i>
	1.2 Assessment of subjects enlisted.		2 Minutes	
2. Check the validated Registration Form through their Student Portal.	2.1.Enrolment (Students are considered officially enrolled if system will generate a markings. “enrolled”).	None	2 Minutes	<i>MIS Office</i>
	TOTAL:	None	6 Minutes	



4. Online Registration of Old Student Returning (OSR)				
This procedure shows how registration forms to old student returning are issued.				
Office or Division:	Office of University Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All old students returning			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Virtual Registration Form		Student Portal Link https://cvsu-rosario.edu.ph/CVSU_Portal/registration.php		
Readmission Form		https://cvsu-rosario.edu.ph/downloadable-forms/		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out readmission form: Downloadable form link: https://cvsu-rosario.edu.ph/downloadable-forms/	1.1 Receive the approved re-admission form.	None	5 Minutes	Campus Registrar
	1.2 Enable the ONLINE enrolment for student.	None	5 Minutes	MIS
2. Enlistment of subjects to be taken:	2.1 Subject registration.	None	2 Minutes	Registration Adviser



Link: https://cvsu-rosario.edu.ph/CVSU_Portal/student_portal	2.2 Assessment of subjects enlisted.	None	2 Minutes	<i>MIS</i>
3. Check the validated Registration Form through their Student Portal.	3.1 Enrolment (Students are considered officially enrolled if system will generate a markings “enrolled”).	None	2 Minutes	<i>MIS</i>
	TOTAL:	None	16 Minutes	



5. Registration of Transferees				
This procedure aims to facilitate the registration of all transfer students.				
Office or Division:	Office of University Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All incoming students transferee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Virtual Registration Form		Student Portal Link https://cvsu-rosario.edu.ph/CVSU_Portal/registration.php		
Pre-enrollment Form		Office of the Campus Registrar		
Notice of Admission		Office of the Students Affairs and Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Notice of Admission and all the required original documents for enrolment.	1.1 Check & receive all the original documents.	None	15 Minutes	<i>Registrar/ Campus Registrar Staff</i>
	1.2 Evaluate all the credited subjects.			
	1.3 Plot the subjects to be enrolled.			
2. Submit the approved Notice of Admission and pre-enrollment form	2.1 Receive the approved Notice of Admission, pre-enrollment form.	None	2 Minutes	<i>Campus Registrar Staff Office of the MIS</i>



<p>3. Create Student Portal Account using the link: https://cvsu-rosario.edu.ph/CVSU_Portal/registration.php</p> <p>Check the validated Registration Form through their Student Portal.</p>	<p>3.1 Online Subject Registration.</p> <p>3.2 Subject Assessment.</p> <p>3.3 Enrolment.</p> <p>3.4 Students are considered officially enrolled if the system will generate a markings. “ENROLLED”.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>MIS</i></p>
	<p>TOTAL:</p>	<p>None</p>	<p>22 Minutes</p>	



6. Registration of Shiftees				
This procedure aims to facilitate the registration of all shiftees.				
Office or Division:	Office of University Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All incoming students transferee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Virtual Registration Form			Student Portal Link https://cvsu-rosario.edu.ph/CVSU_Portal/registration.php	
Pre-enrollment Form			Office of the Campus Registrar	
Letter of Intent			https://cvsu-rosario.edu.ph/downloadable-forms/	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the Letter of Intent and have it signed by the Campus Officials indicated in the form.	1.1 Evaluate grades of student.	None	5 Minutes	<i>Department Chair of Faculty assigned to program the student intends to shift</i>
2. Undergo interview at the Department the student intends to transfer.	2.1 Conduct interview for further assessment. 2.2 Issue Pre-registration Form.	None	10 Minutes	<i>Campus Registrar</i>



<p>3. Fill-out the Pre-registration Form with subjects to be enrolled in accordance to what the Department advises and submit the same together with Certificate of Grades and GWA to the Campus Registrar.</p>	<p>3.1 Receive and evaluate the accomplished pre-registration form. 3.2 Online Subject Registration. 3.3 Assessment of Subjects. 3.4 Enrolment</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>MIS Office/ Campus Registrar</i></p>
<p>4. Check the validated Registration Form through their Student Portal.</p>	<p>4.1. Students are considered officially enrolled if the system will generate a markings. “ENROLLED”</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>MIS Office</i></p>
	<p>TOTAL</p>	<p>None</p>	<p>30 Minutes</p>	