



Office of the University Registrar

Telephone No.: (+63 32) 254 1452 loc. 134; (+63 32) 254 0067

Email: registrar@cnu.edu.ph

Website: www.cnu.edu.ph

**OVERVIEW OF THE STEPS
FROM PRE-ENROLLMENT TO ENROLLMENT PROPER**

A. SECURE MEDICAL CERTIFICATE FROM THE UNIVERSITY CLINIC

Hereunder are the steps to secure a medical certificate from the University Clinic after passing the entrance examination and interview to wit:

FACE-TO-FACE/IN-PERSON ONLY

1. Receives from the interviewer a request from the University Clinic to submit Medical Laboratory Results (CBC, Chest X-Ray, & Urinalysis)
2. Submit physically to the University Clinic a photocopy of each medical laboratory results together with the Medical Examination Report Form which can be downloaded through this link: https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2qDhXz?usp=drive_link
3. University Physician issues Medical Certificate if physically fit to enroll in the University.

Note: Only those with Medical Certificate issued by the University Physician can proceed to the pre-enrollment.

B. PRE-ENROLMENT FOR NEW STUDENTS

FACE-TO-FACE/IN-PERSON ONLY

Hereunder are the steps for pre-enrollment after being issued a Medical Certificate by the University Physician to wit:

1. Proceed to Window 3 and Window 4, Office of the University Registrar, CNU Main Campus, and submit the complete admission credentials including the Medical Certificate issued by the University Physician. Below is the link to the requirements: https://drive.google.com/drive/folders/1w4hrOsMeUQI9 UgZ0zMBZfcnSa2qDhXz?usp=drive_link
Incoming new students from CNU Balamban and CNU Medellin campuses, proceed to your respective campuses and submit the requirements.
2. Once verified by the Office of the University Registrar/In-charge of the Balamban and Medellin Campuses, you will be issued a student ID Number, CNU Official Email Address and a request for Form 137A/Official Transcript of Records (OTR) from the previous school attended.
3. Mail the F-137A/OTR request letter to the nearest Post Office and make sure that the sender is Cebu Normal University. *(Note: Payment of the Postage Stamp will be charged against the student)*
4. Wait for the schedule/announcement/guidelines of the Online Enrollment Proper on the CNU website and the CNU PIO Official FB page.
5. **END OF PROCESS**

C. ONLINE REGISTRATION FOR CNU OFFICIAL EMAIL ADDRESS

(Note: Please skip this part if you have already given a CNU Email Account)

Using the CNU Website:

1. Open the URL: www.cnu.edu.ph
2. On the CNU Website, please click the “Registrar” Menu
3. In the Menu – Click the “Online Registration for CNU Official Email Address”
4. Complete all the needed information required in the Google Form and click “Submit”.
5. Wait for 3-5 days for the email response from the Registrar’s Office.





Office of the University Registrar

Telephone No.: (+63 32) 254 1452 loc. 134; (+63 32) 254 0067

Email: registrar@cnu.edu.ph

Website: www.cnu.edu.ph

6. Once registration is verified, you will receive the CNU Official Email from this email address: registrar@cnu.edu.ph

Using Direct Link in case the CNU Website is down:

1. Click this link: <https://forms.gle/E67Wyrui4jNpXroJ6>
2. Complete all the needed information required in the Google Form and click “Submit”.
3. Wait for 3-5 days for the email response from the Registrar’s Office.
4. You will receive the CNU Official Email from this email address: registrar@cnu.edu.ph

D. HOW TO ACCESS/ACTIVATE YOUR CNU OFFICIAL EMAIL ADDRESS

1. Open the URL: www.gmail.com or Gmail app on your smartphone
2. Login to your CNU Official Email Address
3. Enter the given default password from the email sent by the Office of the University Registrar.
4. Change the default password to a unique one.

E. HOW TO ACCESS THE STUDENT PORTAL

Using the CNU Website:

1. Open the URL: www.cnu.edu.ph
2. On the CNU Website, please click the “Registrar” Menu
3. In the Menu – Click the “Student Portal”
4. Read first the instructions before proceeding to the Student Portal Login.
5. In the Login, you need to click “Register Now” if you are not registered yet.

Using Direct Link in case the CNU Website is down:

1. Click this link: https://www.portal.cnu.edu.ph:7780/student_portal/
2. Read first the instructions before proceeding to the Student Portal Login.
3. In the Login, you need to click “Register Now” if you are not registered.

F. ONLINE ENROLLMENT PROPER

FOR UNDERGRADUATE LEVEL AND POST-GRADUATE (MD)

Using the CNU Website:

1. Open the URL: www.cnu.edu.ph
2. On the CNU website, please click the “Registrar” menu
3. In the menu, Click the “Student Portal” and login to your account
4. Open the “Enrollment and Assessments”
5. Select the current term you are enrolling in.
6. For regular students, review the pre-loaded subjects of your program for the current term and click “Forward for Payment”.
7. Once executed, students under RA 10931 “*Universal Access to Quality Tertiary Education Act*” and RA 11509 “*Doktor Para sa Bayan Act*”, will be automatically validated in the Student Information System (SIS) after clicking the “Forward for Payment” and you will see this notice: “*Congratulations! You are Officially Enrolled*”. **END OF PROCESS.**
8. Students who are not covered under the Republic Act 10931 and Republic Act 11509, will undergo the processing of payment and will see the status “For Payment”





Republic of the Philippines
CEBU NORMAL UNIVERSITY
Osmeña Blvd., Cebu City, 6000, Philippines

Office of the University Registrar

Telephone No.: (+63 32) 254 1452 loc. 134; (+63 32) 254 0067

Email: registrar@cnu.edu.ph

Website: www.cnu.edu.ph

9. Pay the minimum amount or the total balance through the CNU LandBank Account. Take a picture of your proof of payment for uploading.
10. In the **“Proof of Payment”** table, click **“Select Image”**. Select the photo of your proof of payment and click **“Submit for Payment”**
11. Once the Finance Management Office validated your payment, the status will be changed from **“For payment”** to **“Paid”** and you will now see this notice: **“Congratulations! You are Officially Enrolled”**. **END OF PROCESS.**

FOR IRREGULAR UNDERGRADUATE LEVEL, GRADUATE LEVEL, DIPLOMA IN PROFESSIONAL EDUCATION, AND IRREGULAR POST-GRADUATE (MD)

Using the CNU Website:

1. Open the URL: www.cnu.edu.ph
2. On the CNU website, please click the **“Registrar”** menu
3. In the menu, Click the **“Student Portal”** and login to your account
4. Open the **“Enrollment and Assessments”**
5. Select the current term you are enrolling in.
6. Add the subjects you want to enroll in. Below the **SUBJECTS** table, click **“Add/Change/Remove Subjects”**.
7. In the Request Type field, select Add Subject. (*Subjects offered can be viewed in the downloadable forms menu.*)
8. Type in the subject you want to add
9. Click the chosen subject, then click **“Save”**.
10. Wait for the approval of the program chair.
11. To cancel an added, changed, or removed subject, click the trash bin icon in the Status column to cancel the request.
12. Once all add/change/remove subject requests have been approved, you will receive email notification of the approval.
13. Click **“Forward for Payment”** and the page will refresh and the status will be changed from **“Draft”** to **“For Payment”**
14. Pay the minimum amount or the total balance by logging in to <https://www.lbp-eservices.com/egps/portal/index.jsp> and following the procedure under the LinkBiz Portal. Take a picture of your proof of payment for uploading.
15. In the **“Proof of Payment”** table, click **“Select Image”**. Select the photo of your proof of payment and click **“Submit for Payment”**
16. Once the Finance Management Office validated your payment, the status will be changed from **“For payment”** to **“Paid”** and you will now see this notice: **“Congratulations! You are Officially Enrolled”**. **END OF PROCESS.**

G. FACE-TO-FACE/IN-PERSON ENROLLMENT

FOR UNDERGRADUATE LEVEL AND POST-GRADUATE (MD)

1. On the scheduled date of enrollment, proceed to the designated enrollment area in your respective colleges/campuses.
2. Present the **School Clearance** to the respective Chair/Authorized representative for screening/evaluation.
3. Secure signature from the Chair/Authorized representative with a remark, **“OK for enrollment”**.
4. Proceed to the Printing Area and submit the School Clearance with a remark, **“OK for enrollment”**.



Certification Date: 1 February 2021
Recertification due date: 24 January 2024
For verification of the certificate please access www.gcl-intl.com (Certification check and type the registration number)



**WORLD'S
UNIVERSITIES
WITH REAL IMPACT**





Republic of the Philippines
CEBU NORMAL UNIVERSITY
Osmeña Blvd., Cebu City, 6000, Philippines

Office of the University Registrar

Telephone No.: (+63 32) 254 1452 loc. 134; (+63 32) 254 0067

Email: registrar@cnu.edu.ph

Website: www.cnu.edu.ph

5. Wait for the in-charge to execute the “Forward for Payment” in the enrollment system.
6. You will receive a printout of the Official Study Load. End of Process.
7. If you have an old balance, proceed to the Cashier’s Office and settle first your financial obligations then, go back from Step 4 up to Step 6.
8. If you are not qualified for RA 10931 “**Universal Access to Quality Tertiary Education Act**” and RA 11509 “**Doktor Para sa Bayan Act**”, the in charge will print the assessment slip.
9. Proceed to the Cashier’s Office, present the assessment slip, and pay the full or minimum amount for the tuition and miscellaneous fees.
10. Go back to the printing area for the Official Study Load. End of Process.

FOR IRREGULAR UNDERGRADUATE LEVEL, GRADUATE LEVEL, DIPLOMA IN PROFESSIONAL EDUCATION, AND IRREGULAR POST-GRADUATE (DOCTOR OF MEDICINE)

1. On the scheduled date of enrollment, proceed directly to the designated enrollment area in your respective colleges/campuses.
2. Present the **School Clearance** to the respective Chair/Authorized representative for screening/evaluation and to determine the right subjects to enroll in.
Note: For Graduate Level, School Clearance is not required. Proceed directly to Step 4
3. Secure signature with a remark, “OK for enrollment”.
4. Secure a plotting form and plot all the subjects as per advised by the Chair/Authorized representative
5. Secure signature from the College Dean/Authorized representative.
6. Proceed to the Encoding Section, submit to the in charge, the School Clearance and plotting form to encode the subjects.
7. Wait for the in charge to execute the “Forward for Payment” in the Enrollment System and to print the assessment slip.
Note: For undergraduate level under RA 10931 and Post-Graduate (Doctor of Medicine) under RA 11509, proceed directly to Step 9.
8. Proceed to the Cashier’s Office, present the assessment slip, and pay the full or minimum amount for the tuition and miscellaneous fees.
9. Go back to the printing area for the Official Study Load.
10. **END OF PROCESS.**

NOTE: *Online class invitations will be sent by your professors/instructors to your university email account. To be invited by your professors/instructors for online classes, make sure that you are officially enrolled by paying the tuition and miscellaneous fees with confirmation of payment and validation from the Accounting Office. In case of no online class invitation after the confirmation and validation, please contact the respective College for assistance. For old students without CNU Official email, please process the Google form for the “Online Registration for CNU Official Email Address.*

JASON P. SABEQUIL, LPT
University Registrar III



Certification Date: 1 February 2021
Recertification due date: 24 January 2024
For verification of the certificate please access www.gcl-intl.com (Certification check and type the registration number)



**WORLD'S
UNIVERSITIES
WITH REAL IMPACT**

