



UNIVERSITY, COLLEGE, AND SCHOOL REGISTRARS
ASSOCIATION (UCSRA), INC

Seminar Training for New Registrars

"The Registrar's Role Unveiled: Understanding the Key Responsibilities"

April 26, 2024

Performing Arts Theater, University of Perpetual Help System Laguna,
Sto. Niño, City of Biñan, Laguna

Online Enrollment Expectations

- Online platform for managing student enrollments, admissions, payments and other related processes
- A real-time registration that enable students to enroll in their courses based on the approved curricular programs before commencement of classes.
- Allows generation of documents and reports required by DepEd, CHED, PRC, Civil Service Commission, Accrediting bodies and other stakeholders – students, alumni, parents, authorized representatives, etc.
- Reports for management decision-making.

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Processes

[Online Admission](#)

[Online Registration](#)

[Online Payment](#)

[Document Submission / Verification](#)

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Summary of the Online Enrollment Procedure

For New Students

- a. Go to www.ub.edu.ph
- b. Click **ONLINE ADMISSION SIGNUP** and select your campus.
- c. A REMINDER window will appear. Click **CLOSE**. Carefully read the UNDERTAKING AND ADMISSION AGREEMENT. Click **CLOSE**.
- d. Accomplish the PERSONAL DATA FORM. Then, click **REGISTER**. The system generates the **APPLICATION ID**.
- e. Click **PLEASE LOGIN TO PROCEED TO ENROLLMENT PROPER**.
- f. The **ONLINE ADMISSION LOG IN** appears. User name: Application ID, Password: Birthday (YearMonthDay), click **LOG IN**.
- g. Policy on Online Admission and Enrollment, Click **AGREE**. The system displays CONFIRMATION window. Click **OK**.

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Summary of the Online Enrollment Procedure

For New Students

- h. To LOG IN to the **ONLINE ENROLLMENT**, ebrahim account: STUDENT NUMBER password: xxxxxxxx, click **SIGN IN**.
- i. The system displays the PRE-ADVISED SUBJECTS, click **COMPUTE TUITION**.
- j. The system generates the ENROLLMENT-ASSESSMENT FORM (EAF) of the student. Click **PAY**.
NOTE: If not paying online, click **MARK ASSESSED**.
- k. Specify the FEE AMOUNT. Choose between FULL PAYMENT and DOWN PAYMENT. Click **AGREE** to the Terms and Agreement. Then, click **PAY NOW**.
- l. Select your PREFERRED PAYMENT METHOD, Enter the CREDIT CARD DETAILS. **PAY** to redirect to the bank portal.

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Summary of the Online Enrollment Procedure

For Old Students

- a. Proceed to the Online Registration for the selection of subjects and assessment

NOTE: If not paying online, click **MARK ASSESSED**.

- b. Proceed to the Online Payment

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Summary of the Online Enrollment Procedure

For Transferees

- a. Go to www.ub.edu.ph
- b. Click **ONLINE ADMISSION SIGNUP** and select your campus.
- c. A REMINDER window will appear. Click **CLOSE**. Carefully read the UNDERTAKING AND ADMISSION AGREEMENT. Click **CLOSE**.
- d. Accomplish the PERSONAL DATA FORM. Then, click **REGISTER**. The system generates the **APPLICATION ID**.
- e. Proceed to the **Registrar's Office** for evaluation of grades and assessment. Then, proceed to the **Accounting Office** for checking of EAF and **Cashier's Office** for the payment.

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