ENROLMENT PROCESS FLOW FOR STUDENTS SCHOOL YEAR 2020-2021



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STEP 1: LOG-IN TO CENTRALIAN STUDENT ONLINE SERVICES



- 	
New Tab	× +
\leftrightarrow \rightarrow C Δ	📔 my.cpu.edu.ph
Acces Firefox	s a web browser. (Google Chrome, Mozilla ،, Internet Explorer, et. al)
In the	address bar, type <u>http://my.cpu.edu.ph</u>

to access the CPU Central Student Online Services website

No account yet? Proceed to Step 1.1

LOG-IN USING CENTRALIAN ACCOUNT

SCIENTIA Stud	nt Online Services Ippine University Centralian Account Log-in
ĨŦĨĬDĒŠ	Provide your Centralian Account Student ID Number Personal Identification Code Log In Don't have a Centralian Account? Vidit your college or department to errol or register your account. If you prefer to register or activate your account online, click here to sign-up. Want to Conserve your Centralian Account? To reast your account, click here.
Capyright 62014 Contral	rorest your account, click here.
Passw • Click	Log in
• If acc	ount access is disapproved due to incorrect

 If account access is disapproved due to incorrect email and student details, please send an email of the concern to <u>studentinfo.registrar@cpu.edu.ph</u>

STEP 1.1 NEW USERS SIGN-UP

	Provide your Centralian Account		SCIENTIA ET FIDES					
	Student ID Number		Sign up for an accou	upt				
	Personal Identification Code		Create a Centralian account to acc	cess your unversity records.				
		1	Student Admission Identificati	ion Number				
	Log in		Student ID	Birth Month		Birth Day	Birth Year	
			Student ID Number	June	•	12 •	- 2020 -	
	Don't have a Centralian Account?		Personal Electronic Mail Addre	ess				
	Visit your college or department to enrol or register your a count. If you		E-Mail Address		Confirm E-Mail Address			
	prefer to register or activate your account online, cline here t sign-up.		Enter E-Mail Address		Reenter E-Mail Addres	S		
	Want to Reset your Centralian Account?							
	To reset your account, click here .		Create account. Back to login	n page.				
After issue Click a new Acco	r pre-registration, an ID NUMBER will be ed to the student admitted to the <mark>here</mark> link to proceed with the creation of w Centralian Student Online Services Online bunt	F	 Enter stu Click Cr Click Bac 	udent deta	ails on t to proce to retur	he spe eed n to ho	ecified fie	elds

CENTRALIAN STUDENT ONLINE SERVICES HOMEPAGE



E FIDES MAIN Student Home Page Log out ENROLMENT	Current School Year and Semester School Year SY 2020-2021	
Class Schedules Subject Assignment and Assessment Subject Preenlistment	Semester Annual	
ACCOUNTS Previous Assessment of Accounts School Accounts Ledger Summary PERSONAL Personal Information Change Password	Student Information Student ID Number STUDENT ID NUMBER Student Account Name STUDENT NAME Friday July 10, 2020	Course and Year STUDENT COURSE/GRADE - LEVEL Not Enrolled Enrollment Status
		Outstanding School Account PHP 0.00 View Account Summary
		COME

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STEP 2 : SUBJECT PRE-ENLISTMENT Student Online Services S Student Online Services You are logged-in a: You are logged-in as STUDENT NAME STUDENT NAME Subject Preenlistment MAIN Stude STUDENT AND PREENLIST TERM INFO Student Home **Pre-enlistment Procedure** Log out Student ID Numbe STUDENT ID NUMBER Log out ENROLMENT Student Account Nam STUDENT NAME ENROLMEN 1. Click Subject Pre-enlistment Class Schedule School Year and Semest Class Schedule Subject Assignment and Assess Preenlistment Date PRE-ENLISTMENT DATE Subject Preenlis Subject ACCOUNTS ACCOUNTS School Accounts Ledger Summa School Accounts Ledger Summ 4. On the Subject Pre-enlistment page, PERSONAL PERSONAL Personal Informatio Personal Informatio Click Add subject to list. to view the Course Curriculum Change Password Change Password **Checklist** Year Leve First Year Student Online Services Semester You are logged-in as STUDENT NAME Subject **Descriptive Title** Grade Credit Remark Christian Education/GMR 1.0 MAIN 2. On the Subject Pre-enlistment page, enter ELAral 1 Araling Panlipunan (AP 1.0 your ACTIVE EMAIL ADDRESS ELCompL Computer Literac 0.40 ELEng 1 English 1.00 ELFII 1 1.00 I agree with the university data privacy. to indicate that 3. Click Music, Arts, PE and Health (MAPEH PERSONAL you have read and understood the data privacy Personal Inform ELMath 1 Mathematic 1.00 policy of CPU MTB-MLE 1 Mother Tongue 1.00 ENTER EMAIL ADDRESS HERE ENTER EMAIL ADDRESS HERE Scroll the Course Curriculum Checklist to locate for your Grade/Year level and the subject(s) that are to be enlisted for the specified term

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STEP 2.1 ENLIST SUBJECTS



- Once the subject to be enlisted is found, click Enlist
- After enlisting the selected subject, the user will be directed back to the Subject Pre-enlistment page

ET FIDES					
MAIN Student Home Page	Subject Pr student and preen	eenlistme	nt M		
Log out	Student ID Numb	er	16-0198-55		
INROLMENT	Student Account	Name	Quijano, Marian Elaine Rose Arguelles		
Class Schedules	School Year and S	emester	SY 2020-2021		
Subject Assignment and Assessment Subject Preenlistment	Preenlistment Da	te	Friday, July 10, 2020		
	LIST OF PREENLISTED	SUBJECTS			
Providuus Assessment of Accounts	Subject Code	Subject Descriptio	n	Units	Action
School Accounts Ledger Summary	CEd 2	Christian Educatio	on/GMRC	1.00	Remove
PERSONAL	Total Number of U	Jnits		1.00	
Personal Information					
Change Password	Pre-requisites	of the above pre	enlisted subjects will be validated during enrolment. Make sure you passed all of the	related pro	e-requisites.
[Add subject to l	ist.			

- To add another subject for the pre-enlisted list, click Add subject to list.
- To remove a pre-enlisted subject, click Remove
- Repeat the process until all required subjects are enlisted

STEP 2.2 PRE-ENLISTED SUBJECT REVIEWED AND APPROVED

PPINE DE LA COMPANY

ENLISTED SUBJECTS FOR REVIEW

subject Code	Subject Description	Units	^
ELAral 2	Araling Panlipunan (AP)	1.00	
ELCompL 2	Computer Literacy	0.40	
ELEng 2	English	1.00	
ELFII 2	Filipino	1.00	
ELMAPEH 2	Music, Arts, PE and Health (MAPEH)	1.00	
ELMath 2	Mathematics	1.00	
MTB-MLE 2	Mother Tongue	1.00	
58H 2	Science and Health	1.00	
IEd 2	Christian Education/GMRC	1.00	
Cotal Number o	of Units	8.40	

- After pre-enlisting the selected subjects, it will be REVIEWED by the respective Colleges/ Unit Advisers
- Changes to the enlisted subjects may be done by adding subject to list or removing it
- Please note that that the pre-enlistment process may take up to two (2) working days
- Subjects unadvised and unassigned are provided with a page notification as shown above

REVIEWED AND APPROVED

Preenlistment D	ate	Friday, July 10, 2020	
LIST OF PREENLISTED	SUBJECTS		
Subject Code	Subject Description	'n	Units
ELAral 2	Araling Panlipuna	n (AP)	1.00
ELCompL 2	Computer Literad	/	0.40
ELEng 2	English		1.00
ELFil 2	Filipino		1.00
ELMAPEH 2	Music, Arts, PE ar	d Health (MAPEH)	1.00
ELMath 2	Mathematics		1.00
MTB-MLE 2	Mother Tongue		1.00
S&H 2	Science and Heal	h	1.00
CEd 2	Christian Education	in/GMRC	1.00
Total Number of	Units		8.40

ubject enlistment is already reviewed and approved. Please open your Subject Assigments to see wether your department or college has already assigned a schedule to approved pre-enlisted subjects.

- Once approved, a message will be provided in the page notification as shown above
- Changes to the enlisted subjects are unavailable once the subjects are already reviewed and approved

STEP 2.3 EMAIL NOTIFICATION AND CONFIRMATION

Message from you...



EMAIL NOTIFICATION

A notification will be sent to your e-mail address to confirmation your subject assignment

Centralian Student Online Services Notification - Hi STUDENT NAM

🗌 🕁 🔊 _mainaccount 2 🛛 🛛 New

+ Starred

If you have entered an incorrect email, please send an email with your ID number, student details and active email address to <u>studentinfo.registrar@cpu.edu.ph</u>

EMAIL CONFIRMATION

≡	M Gmail	Q :	Search mail		÷	
+	Compose	÷	D D i	Î 🖻 C 🕅 I	5 🖻 :	1 of 1
	Inbox		_			
*	Starred					
C	Snoozed		ні Я	STUDENT NAME		
	Important					
\geq	Sent		Mes	ssage from your Centralian Studen	t Online Services:	
	Drafts	42		Student ID	16-0198-55	7
Mee	et Start a meeting		ι.	Message	Your subject(s) has been Assigned sueccessfully and ready for payment this Annual 2020-2021. Please login to your Centralian Account at <u>mycpu.edu.ph</u> and click Subject Assignment link to check your assessment.	
	Join a meeting		То а	access your academic records and	other accounts, please login to the Centralian Student Online Services Website.	_
			PLE	ASE DO NOT REPLY TO THIS M	ESSAGE.	
			The Cen	Centralian SOS Support Team tral Philippine University		
	: • •		This	message was automatically generatated on	Friday, 10 July 2020, 15:28:13	

- Open the E-mail Notification to view its contents
- If subject assignment is complete, the assessment of your tuition and fees can be accessed through your Centralian Student Online Services Account

STEP 3 : SUBJECT ASSIGNMENT AND ASSESSMENT



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195 Totals Assessm Particula Tuition F	CCS 4001 eent of Tui	900 tion and	1100 Fees	MTWThF	LEC	3.00 3.00	1,959.00 1,959.00	0.00) Enro
Totals Assessm Particula Tuition F	ient of Tui ars	tion and	Fees			3.00	1,959.00	0.00)
Assessm Particula	ent of Tui ars	tion and	Fees						
Assessm Particula	ent of Tui ars	tion and	Fees						
Particula Tuition F	ars								
Tuition F						Subject	Acco	ount	Amount
	ee							5386	1,959.
Registra	tion Fee							1107	250.
Guidanc	e Services	Fee						1137	100
duidanc	ie bei vices							5000	250
Academ	ic Instituior	nal Develo	ment Fee					5088	250.
Central I	Echo Fee							1126	40.
Energy F	ee							6693	100.
Total									2,699.
	Guidance Academ Central Energy F Total	Guidance Services Academic Instituion Central Echo Fee Energy Fee Total	Guidance Services Fee Academic Instituional Develor Central Echo Fee Energy Fee Total	Guidance Services Fee Academic Instituional Develoment Fee Central Echo Fee Energy Fee Total	Guidance Services Fee Academic Instituional Develoment Fee Central Echo Fee Energy Fee Total	Guidance Services Fee Academic Institutional Develoment Fee Central Echo Fee Energy Fee Total	Guidance Services Fee Academic Instituional Develoment Fee Central Echo Fee Energy Fee Total	Guidance Services Fee Academic Instituional Develoment Fee Central Echo Fee Energy Fee Total	Guldance Services Fee 1137 Academic Institutional Develoment Fee 5088 Central Echo Fee 1126 Energy Fee 6693 Total Total

- Upon receipt of email notification, Click Subject Assignment and Assessment to view Subject Assigned and Assessment of Tuition and Fees
- Make the necessary payments for the total assessed tuition and fees through the University Payment Centers (See STEP 4: Payments)

STEP 4 : PAYMENT



- Student may pay through SM Bills Payment, and Palawan Remittance Centers, and Banks
- Send a photographed copy of your deposit/remittance slip to
 <u>cputreasury@cpu.edu.ph</u>

with the following information: Amount Remitted: Name of Student : Student ID Number: Depository Bank(s):

- Student will be notified within three (3) working days, through the e-mail address he/she provided, once payment has been credited
- Check enrolled subjects and schedule on your CPU Student Online Services Account after email confirmation of payment has been received

CPU TUITION AND FEES PAYMENT CENTERS

Palawan Pawnshop

Sender: STUDENT NAME Receiver: Central Philippine University *Note: Indicate CPU Student ID Number

SM Bills Payment

Biller Name: Central Philippine University Account #: CPU Student ID Number Account name: STUDENT NAME

Bank of the Philippine Islands (BPI) Swift Code – BOPIPHMM Routing No. BRFTN 0800-400-80 Branch: Solis St., Iloilo City PESO CA # 9245-8137-48 DOLLAR SA # 9244-0001-31

Metrobank

Swift Code – MBTCPHMM Branch: Jaro, Iloilo City SA # 375-3-375086515 Philippine National Bank (PNB) Swift Code – PNBMPHMM Branch: Hechanova, Jaro, Iloilo City SA # 310810022276 Iznart, Iloilo City SA # 310410095973

<u>UCPB</u>

Branch: Jaro, Iloilo City SA # 3121110765

Banco De Oro

Swift Code – BNORPHMM Branch: Iznart, Iloilo City SA # 1780018868 Jaro, Iloilo City SA # 0740234854 SM City SA # 4990057344

STEP 5 : CLASS SCHEDULE

g out OLMENT ss Schedules bject Assignment and Assessment bject Preenlistment	Show class schedu School Year :ACADEMIC YE Show my class sci	lles during the term as : AR hedules.	selected below:		Semester SEMESTER/TE	RM		•
ubject Catalog ADEMICS emestral Grades anscript of Academic Records	STUDENT ACCOUNT INFO Student ID Number Student Account Na CLASS SCHEDULE INFOR	ID NU ime STUD	IMBER ENT NAME					
CCOUNTS Previous Assessment of Accounts	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
chool Accounts Ledger Summary	0900 - 1100	CCS 4001 Rm MT207	CCS 4001 Rm MT207 Stub 195	CCS 4001 Rm MT207	CCS 4001 Rm MT207	CCS 4001 Rm MT207	CCS 4001 Rm MT207	
rrsonal Information nange Password	For evaluation and in Generated on Friday,	ternal purposes only. This is no July 10, 2020, 4:34:05 PM	t valid for tranfer.					
pyright ©2014 Central Philippine University. All rights reserved.								
 Upon receipt payment cent 	of email c ters, Class	onfirma s schedu	ation for ules wil	r paymei I be avai	nts mad lable for	e thru t r viewin	he univo g.	ersity

NOTE: Further instructions will be posted at <u>www.cpu.edu.ph</u> as to how you can enter your class in the Learning Management System