

On-line Enrollment FAQs

1. What is On-line enrollment?

A new service in CU that will allow students to enroll for classes wherever there is an internet access, it can be from internet café's or at home.

2. Who can enroll on-line?

Only old students can enroll on-line. New students and Transferees shall enroll the traditional way.

3. How to enroll on-line?

To enroll on-line pay a **down payment at the cashier's office** and register to CyberAccount Service Portal.

You need the following information before you can sign-up:

Identification Number
Official Receipt Number
Birth date

4. What should I do if I have trouble logging in?

Call the MIS Help desk at (088-8561165) local no. 241.

5. The system asks for a prerequisite that is not in my curriculum? How can I address this problem?

You need to contact the MIS Help desk so it will be corrected or remove from the curriculum.

6. There is a discrepancy on my evaluation. Some subjects which supposed to be credited/or taken up are not reflected in the evaluation. What shall I do?

Contact the Registrar's Office for encoding/adjustment of your credited subjects. (088-8561165) Local No. 267

7. There is a discrepancy in the number of units in my curriculum. What shall I do?

Contact the Registrar's Office.

8. My academic status indicates that I need to take more units/subjects for the specified semester/SY but the system only allows me to enroll the number units stated in the curriculum.

Please enroll the number of units allowed by the system. Anyway you can add more subjects during the adding/dropping schedule.

9. Why is the system asking for a prerequisite subject which I already taken from my previous school?

Contact the Registrar's office for encoding/adjustment on your subjects.

10. All subjects I intended to enroll in are already closed?

What shall I do?

You can choose other sections from other courses as long as you have satisfied the prerequisites.

If you really need to enroll that subject(s) you can file for petition/request for the subject to offer.

11. After the finalization of my enrollment, am I officially enrolled?

No, you need to get your Certificate of Registration (COR) or study load before you will be considered as officially enrolled. But your subjects are already reserved to you.

12. Do I need to get my COR right after I finished enrolling on-line?

No, you may get your COR anytime.

13. How do I get my Certificate of COR (Study load report)

Present the control number to your respective department/MIS for the printing of COR. Have the document signed by the Dean, Assessment and the Registrar's Office.

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