



Republic of the Philippines

ROMBLON STATE UNIVERSITY

SAN AGUSTIN CAMPUS

Cabolutan, San Agustin, Romblon



## REVISED CITIZEN CHARTER

# ENROLLMENT PROCEDURE

### Procedure for Enrolment:

- Present your approved clearance
- Pay the following fees: college org., SSC & S.O.
- Use this URL to login to the system:  
<https://rsuwebsams.com>
- Make reservation of subjects at IT computer laboratory or at any internet cafe.
- Proceed to ROTC for clustering / reservation.
- Proceed to OSA for Scholarship grants (for students with scholarship).
- Proceed to IT computer laboratory and look for your respective department Evaluator (BEED, BSE and BSFi) for approval & pre-assessment.
- Proceed to cashier for payment.

Login to the system to view or print your Certificate of Registration.

### How to reserve subjects to the system?

- Use your Student ID number or email address as your user name and your last name (small letters) as your password to login to the system.
- Update your profile ex. educational background, date of birth, date of admission and etc.
- Click the "*Registration*" tab and select the assigned block or section. Once block or section is selected, click the "*enroll*" button.
- Click on the "*Subject Load*" tab to view, to remove or to add more subjects.
- Once adding of all subjects are done, wait until the Evaluator approves the reserved subjects.
- Once the subjects are approved, the system automatically locks it and it will only be available for viewing to the student.

