



Romblon State University

Odiongan, Romblon

FRONTLINE SERVICES

ENROLMENT FLOW FOR NEW STUDENTS AND TRANSFEREES

- Schedule of Availability of Service : Enrolment Period—7:00 AM - 5:00 PM
 Who May Avail of the Service : New Students, Transferees and Other Clientele
 What are the Requirements :
 * Application Form and Result of Romblon State University Admission Test (RSUAT) from the Admission Office
 * High School Card (Form 138) for Freshmen (Photocopy)
 * Honorable Dismissal with Certified True Copy of Grades (HD w/ CTCG) for Transferees (Photocopy)
 * Certificate of Good Moral Character (Photocopy)
 * Birth Certificate (NSO) (Photocopy)

How to Avail of the Service :

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-In-Charge	Fees	Form
1	Submit Admission Slip and Endorsement to the College/Institute Clerk • submit enrolment papers • Interview • secure Student Information Data Sheet, Trial Form • enrolment listing	• Review the enrolment papers • Interview the applicant • issue student Information Data Sheet and Trial Form	15 seconds	College/Institute Clerk College Dean / Institute Director / Program Adviser		
2	Proceed to the IIT One-Stop-Shop for Encoding of Student Information and Subject Load	Encode Student Information and Subject Load	15 minutes	Institute Encoder		
3	Pay SSC, Harrow and Student Organization Fees.	SSC, Harrow and Student Organization Treasurer accepts payment and issue receipt	10 minutes	SSC, Harrow and Student Organization Treasurer	Refer to Schedule of Organizational Fees	Official Receipt
4	Register at the NSTP/NROTC	NSTP/NROTC Coordinator registers the student	5 minutes	NSTP/NROTC Coordinator		
5	Proceed to the College dean / Institute Director for Approval of Subject Load and Assessment of Fees	Approval of Subject Load and Assessment of Fees	10 minutes	College Dean / Institute Director		Registration Form
6	Pay School Fees at the Cashier's Office	Issue Receipt of Payment	5 minutes	Collecting Officer	As scheduled*	
7	Proceed to ICT Services for Identification Card processing	ICT Services personnel take student picture and signature	15 minutes	ICT Services Personnel		Registration Form and Official Receipt of Payment

END OF TRANSACTION

ENROLMENT FLOW FOR OLD STUDENTS

- Schedule of Availability of Service : Enrolment Period—7:00 AM - 5:00 PM
 Who May Avail of the Service : Old Students and Other Clientele
 What are the Requirements :
 * Grade Slip of the Previous Semester/s

How to Avail of the Service :

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-In-Charge	Fees	Form
1	Proceed to the College/Institute Office and secure Trial Form, enrolment listing and submit Grade Slip for Advising	Issue Trial Form and advise students	15 minutes	College Dean / Institute Director / Program Adviser		Trial Form
2	Proceed to the IIT One-Stop-Shop for Subject Encoding	Encode Subjects to Enroll	15 minutes	College / Institute Encoder	As Scheduled*	
3	Proceed to the College Dean / Institute Director for Subject Load Approval and for Assessment of Fees	Subject Load Approval and Assessment of Fees	10 minutes	College Dean / Institute Director		Registration Form
4	Pay School Fees at the Cashier's Office	Issue Receipt of Payment	5 minutes	Collecting Officer	As Scheduled*	

END OF TRANSACTION

FEEDBACK AND REDRESS MECHANISMS

Please let us know if we have served you by doing any of the following:

- Accomplish our Feedback Form available at the Assistance Desk and drop in the **MAMAMAYAN MUNA, HINDI MAMAYA NA** Dropbox.
 - Send your feedback through email rsumain.iit@gmail.com
 - Talk to our Officer of the Day
 - If you are not satisfied with our services, your written/verbal complaints shall be immediately attended to by the Officer of the Day at the Public Assistance Counter Desk.
- THANK YOU for helping us continuously improve our services.

The College/Institute Faculty and Staff