



ONLINE ENROLLMENT GUIDE

ENROLLMENT SCHEDULE

Second Semester, A.Y. 2011-2012

YEAR LEVEL	COLLEGE / DEPARTMENT				CON, IPE, GS
	CBET	CAS and CED	CEIT		
			Engineering	Technology	
Regular 4 th and 5 th	Nov. 3	Nov. 3	Nov. 3	N/A	Nov. 3-14
Regular 3 rd	Nov. 4	Nov. 4	Nov. 4	Nov. 3	
Regular 2 nd	Nov. 8-9	Nov. 8	Nov. 8	Nov. 4	
Regular 1 st	Nov. 10-11	Nov. 9	Nov. 9	Nov. 8	
Irregular Students	Nov. 11-14	Nov. 10,11,14	Nov. 10,11,14	Nov. 9,10,11,24	

NOTE: Students shall have to enroll **STRICTLY WITHIN THE SPECIFIED DATES** for **THE SYSTEM AUTOMATICALLY LOCKS**. Regular students who failed to enroll within the said dates would have to follow **enrollment schedule (NOT the enrollment flow)** of the irregular students.

LOGIN AREAS

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CON	CON Dean's Office
CAS	CAS Dean's Office
CED	CED Computer Laboratory
CBET	CBET Computer Laboratory
CEIT	ICT Students – DICT laboratory EE, EET, ME, and MET Students – MIC eLab Others – CEIT Computer Laboratories
IPE	IPE Dean's Office
GS	GS Dean's Office

ENROLLMENT PROCEDURE

FOR REGULAR STUDENTS:

STEP 1:

In your respective login areas or using your wi-fi enabled cellphones or laptops, open your browser (preferably Mozilla Firefox) and go to <http://172.16.0.10/RTU/Login.php> (address or URL is CASE- SENSITIVE) and login using your **STUDENT NUMBER**. You will then be asked to **create your password** and select your **subjects, preferred block (first come first serve basis)**, and **mode of payment**.

STEP 2:

Secure your **Temporary Registration Form** from the **MIC** or your respective **Login areas**

STEP 3:

Pay the **EXACT ASSESSED AMOUNT** in the **cashier**. Payment must be made within **three (3) days**, or **your selected subjects and schedule will be nullified**. (The cashier will ask for your Temporary Registration Form)

STEP 4:

Secure your **Official Registration Form** from the **MIC** (They will require you to present your **Official Receipt**)

STEP 5:

Proceed to the **Registrar** for the **"Officially Enrolled"** stamp

REMINDERS:

1. Students would have their clearance online, as they log in
2. Students should have **NO PREVIOUS OUTSTANDING BALANCE**
3. Students would have to fill up **ALL NECESSARY INFORMATION** to move to the next step
4. **NEVER FORGET YOUR PASSWORD**

FOR IRREGULAR STUDENTS:

STEP 1:

Refer to your respective Colleges for the schedules of subjects. Write down the subjects' **class code and subject description** in the pre-enrollment form and submit to your adviser for approval

STEPS 2 to 5:

Follow the **SAME STEPS** for the **REGULAR STUDENTS**

FOR INQUIRIES OR MORE DETAILS, VISIT WWW.RTU.EDU.PH (and NO other site; beware of FALSE information).