

# CEBU DOCTORS' UNIVERSITY

## Enrollment – User Guide

August 2024

### 1 ENROLLMENT DURATION

---

Enrollment is now ongoing

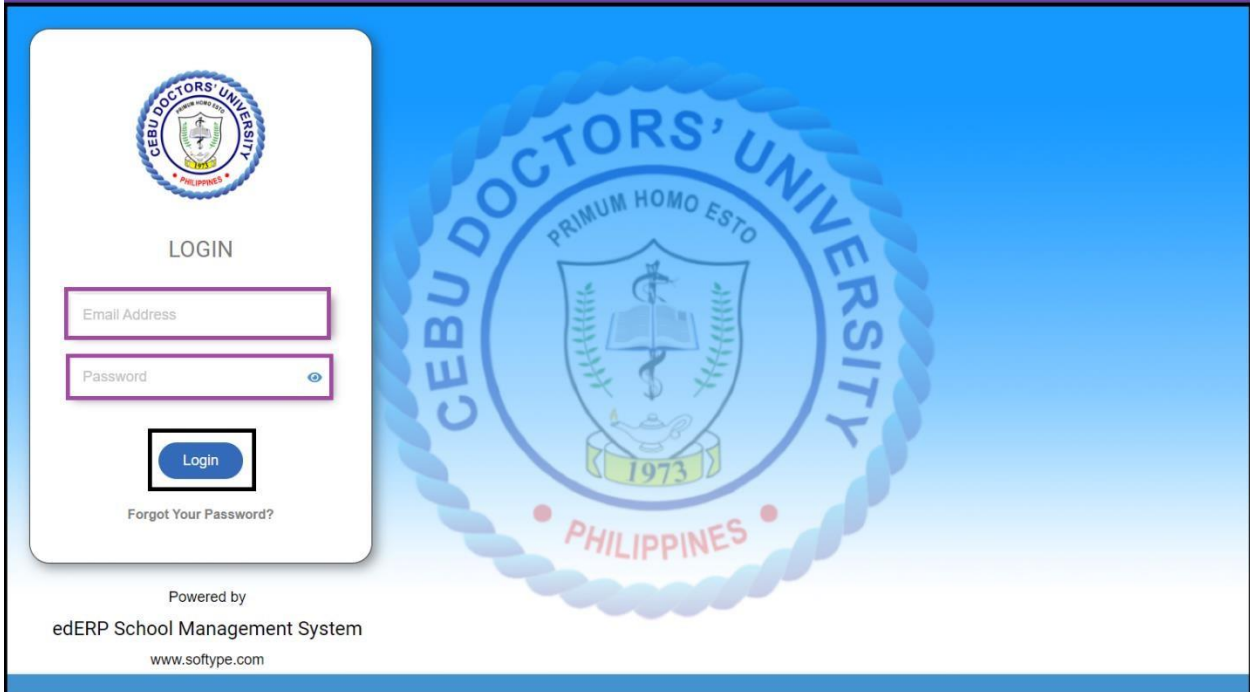
No Enrollment will be accepted beyond August 12, 2024.

[Login](#)

Please click on the link given below for navigating to student portal for processing Enrollment –

[https://9074630.extforms.netsuite.com/app/site/crm/externalleadpage.nl/compid.9074630/.f?formid=2&h=AAFdikaI2fohPsDaa-XD-QuhwNGkQn6zc99yPuz Ft2bY41JeqE&redirect\\_count=1&did\\_javascript\\_redirect=T](https://9074630.extforms.netsuite.com/app/site/crm/externalleadpage.nl/compid.9074630/.f?formid=2&h=AAFdikaI2fohPsDaa-XD-QuhwNGkQn6zc99yPuz Ft2bY41JeqE&redirect_count=1&did_javascript_redirect=T)

After clicking on this link, you will see this page which will be used for logging in using User ID & Password –



CEBU DOCTORS' UNIVERSITY  
PRIMUM HOMO ESTO  
1973  
PHILIPPINES

LOGIN

Email Address

Password

Login

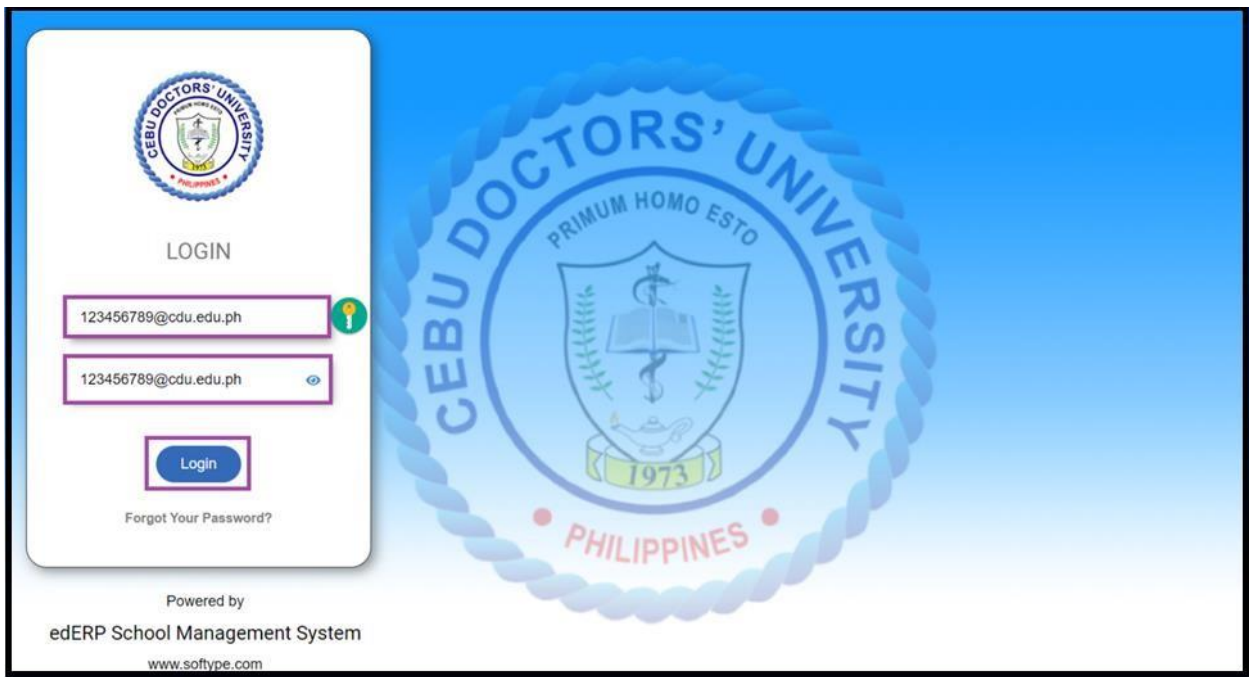
Forgot Your Password?

Powered by  
edERP School Management System  
www.softype.com

## 2 USER ID & PASSWORD

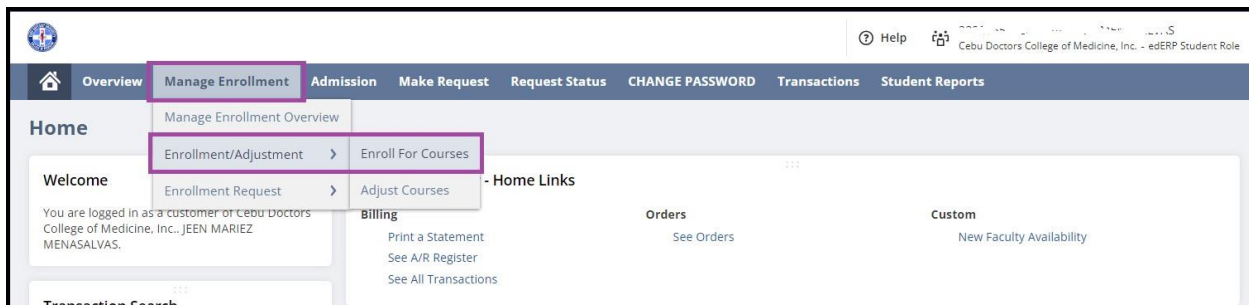
Please use the format given below for creating User ID & Password for logging in the above page –

- Use your Student ID before this [@cdu.edu.ph](mailto:studentid@cdu.edu.ph)
- Email id & Password of the student is - [studentid@cdu.edu.ph](mailto:studentid@cdu.edu.ph)
- Please note User ID & Password of the student is same.
- For E.g. Student ID – **123456789** then the email id & password is [123456789@cdu.edu.ph](mailto:123456789@cdu.edu.ph)
- After entering user id & password click on LOGIN Button.



### 3 ENROLLMENT PROCESS

After logging in to Student portal click on Manage Enrollment tab >> Enrollment/Adjustment >> Enroll for Courses link. As shown in the below image -



After clicking Enroll for Courses, you will see this page –

Click on this option **Fixed Batch Enrollment**

The screenshot shows the 'Enrollment' page in the edERP system. The top navigation bar includes 'Overview', 'Manage Enrollment', 'Admission', 'Make Request', 'Request Status', 'CHANGE PASSWORD', 'Transactions', and 'Student Reports'. The 'Manage Enrollment' tab is active. The page title is 'Enrollment' with a 'More' link on the right. Below the title, there are two input fields: 'Academic Year' with the value 'AY 2023-2024(Medicine)' and 'Academic Term' with the value 'Second Semester'. Below these fields, there is a button labeled 'Fixed Batch Enrollment' which is highlighted with a purple box. Below the button, there is a text prompt: 'Please select an enrollment method to proceed enrollment.'

Click on Enroll button –

The screenshot shows the 'Enrollment' page in the edERP system, similar to the previous one. The top navigation bar and page title are the same. Below the 'Academic Year' and 'Academic Term' fields, there is a section titled 'Fixed Batch Enrollment'. This section contains a paragraph of text: 'You have to choose this enrollment method if a student batch is pre-assigned to you. There is a schedule created for your batch which will appear on the Enrollment page. No mandatory course selection is allowed. You will not be allowed to confirm the enrollment until all holds for the pre-enrolled courses are cleared.' Below this text, there is a button labeled 'Enroll' which is highlighted with a purple box.

You will see all the Courses attached in the calendar -

Overview Manage Enrollment Admission Make Request Request Status CHANGE PASSWORD Transactions Student Reports

## Enrollment

More  
Add To Shortcuts

Student	Applicant ID	Program	Academic Year	Academic Term	Program Year	Batch
JEEN MARIEZ MENASALVAS	22301553	Doctor Of Medicine	AY 2023-2024(Medicine)	Second Semester	Year 1	DOCTOR OF MEDICINE LEV 1 SEC A

Credit Limits	Selected Credits	Selected Amount	Available Slots
1238 to 1238	1238	203,789.14	165

Mandatory Courses			
COURSE CODE	COURSE	CREDITS	AMOUNT
BBS1 BASIC BIOMEDICAL SCIENCES I	BASIC BIOMEDICAL SCIENCES I	1134	101,894.57
PDR1	PATIENT-DOCTOR RELATIONS I	104	101,894.57

My Calendar							
	M	T	W	TH	F	S	D
06:00							
07:00							
08:00	BBS1 BASIC BIOMEDI SGD	BBS1 BASIC BIOMEDI Lec/Lab1	BBS1 BASIC BIOMEDI SGD	BBS1 BASIC BIOMEDI Lec/Lab1	BBS1 BASIC BIOMEDI SGD		
09:00							
10:00							
11:00							
12:00							

Scroll down and check more Courses present on calendar.

Click on NEXT button -

12:00							
13:00							
14:00	BBS1 BASIC BIOMEDI Independent Study	PDR1 Lec/Lab1	BBS1 BASIC BIOMEDI Independent Study	BBS1 BASIC BIOMEDI Independent Study	BBS1 BASIC BIOMEDI Independent Study		
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							
24:00							

Next

You will see fees that needs to be paid, check and click ENROLL button -

Overview Manage Enrollment Admission Make Request Request Status CHANGE PASSWORD Transactions Student Reports

Basic Tuition Fees			
Course	Description	Credits	Amount
BBSI BASIC BIOMEDICAL SCIENCES I	BASIC BIOMEDICAL SCIENCES I	1134	101,894.57
PDR I	PATIENT-DOCTOR RELATIONS I	104	101,894.57
SUBTOTAL			203,789.14


Additional Fees	
Fee Component	Amount
SUBTOTAL	
0	

Miscellaneous Fees	
Fee Component	Amount
SUBTOTAL	
0	

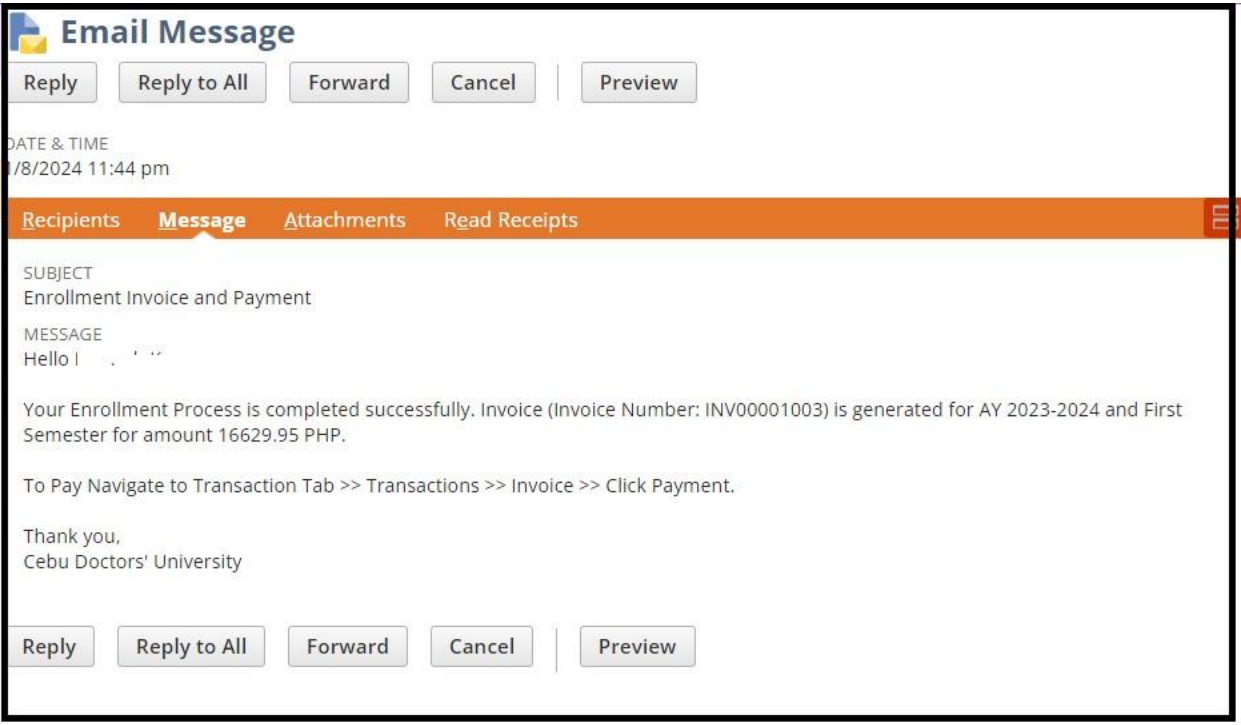
TOTAL 203,789.14

Enroll Back Cancel

Once the ENROLL Button is clicked you will receive a message of Enrollment Successfully Submitted and also an email on your email id provided while filling Admission form.

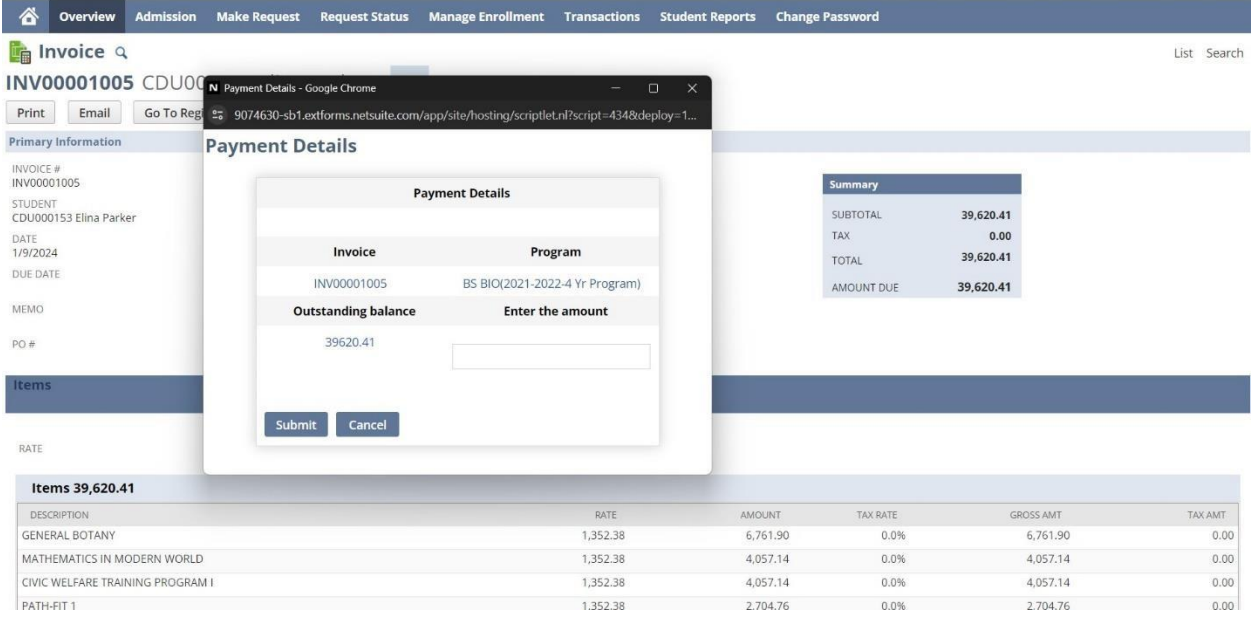

**Enrollment successfully submitted!**  
 We will be processing your enrollment transaction.  
[Home Page](#)

Once you receive this message, it means your Enrollment is completed and tuition bill is generated successfully. An email will be received on the email id entered while filling the admission form.



Navigate to Transaction Tab >> Transactions >> Invoice >> Payment. Click Payment button and start processing Payment.

Select the bank account through which the payment should be done.





Invoice

INV00001005 CDU000

Print Email Go To Reg

Primary Information

INVOICE # INV00001005
STUDENT CDU000153 Elina Parker
DATE 1/9/2024
DUE DATE
MEMO
PO #

Items

RATE

Items 39,620.41

Table with 3 columns: DESCRIPTION, RATE, AMOUNT. Rows include GENERAL BOTANY, MATHEMATICS IN MODERN WORLD, CIVIC WFI FARE TRAINING PROGRAM I.

Dragonpay Online Payment System - Google Chrome window showing a payment request for PHP30,000.00 [TEST ONLY] with a 'Select' button.





### Invoice Q

## INV00001005 CDU000

Print Email Go To Reg

#### Primary Information

INVOICE #  
INV00001005  
STUDENT  
CDU000153 Elina Parker  
DATE  
1/9/2024  
DUE DATE  
MEMO  
PO #

#### Items

RATE

Items 39,620.41

DESCRIPTION	RATE	AMOUNT
GENERAL BOTANY	1,352.38	6,761.90
MATHEMATICS IN MODERN WORLD	1,352.38	4,057.14
CIVIC WFI FARE TRAINING PROGRAM I	1 352 38	4 057 14

Dragonpay Online Payment System - Google Chrome  
test.dragonpay.ph/Pay.aspx?tokenId=197f95d62e620889ec7796e264c5f3eb

CDU(Cebu Doctors' University Inc.) is requesting for **PHP30,000.00 [TEST ONLY]**

Source

Select from the available fund sources

I agree to the [Terms and Conditions](#)

Select

Once the Payment is successfully done user will receive this message -



### Invoice

INV00001005 CDU000

Print Email Go To Register

#### Primary Information

INVOICE #  
INV00001005

STUDENT  
CDU000153 Elina Parker

DATE  
1/9/2024

DUE DATE

MEMO

PO #

#### Items

RATE

Payment Details - Google Chrome  
9074630-sb1.extforms.netsuite.com/app/site/hosting/scriptlet.nl?script=433&dello...

### Payment Details

**Transaction successful**

Invoice Id	Amount paid
INV00001005	30000.00PHP
Reference no	Transaction Id
ABFHXYG1	10516_18ceca264e9

Close

Check COR using this navigation – Transaction >> Certificate of Registration >> COR.  
Select Academic year & Term for which you want to see the COR and click on Print button.

#### COR Report

Student	Program	Campus
223005501 Ava Jones	BS BIO(2021-2022-4 Yr Program)	Mandaue City
Academic Year	Academic Term	
AY 2023-2024	First Semester	

Print

You may then download or print the COR.



# CEBU DOCTORS' UNIVERSITY

1 Dr. P.V. Larrazabal Jr. Avenue, North Reclamation,  
6014 Mandaue City, Cebu, Philippines  
Tel. No.: (032) 238-8333 Website: [www.cebudoctorsuniversity.edu](http://www.cebudoctorsuniversity.edu)  
Email: [registrar@cebudoctorsuniversity.edu](mailto:registrar@cebudoctorsuniversity.edu)

## CERTIFICATE OF REGISTRATION

First Semester, AY 2023-2024

College of Arts and Sciences

Biology

Student Name : **JONES, AVA**  
Student Type : **Regular**  
Nationality : **Korean**  
Sex : **Female**  
Address : **Mandaue City**

Student No : **223005501**  
Year Level : **First Year**  
Section :  
Date Enrolled : **1/9/2024**

Subject		Lec	Lab	Units	Schedule	Room	Faculty
BIO 101N	GENERAL BOTANY	3	2	5	M   07:00AM-08:30AM M   08:30AM-10:00AM M   10:30AM-01:30PM M   01:30PM-04:30PM	-	-
MATHEMATICS	MATHEMATICS IN MODERN WORLD	3	0	3	Th   07:00AM-08:30AM Th   08:30AM-10:00AM	-	-
NSTP-CWTS I	CIVIC WELFARE TRAINING PROGRAM I	3	0	3	W   07:00AM-10:00AM	-	-
PE 101	PATH-FIT 1	2	0	2	Th   01:00PM-03:00PM	-	-
PURCOM	PURPOSIVE COMMUNICATION	3	0	3	F   07:00AM-08:30AM F   08:30AM-10:00AM	-	-
UTS	UNDERSTANDING THE SELF	3	0	3	W   10:00AM-11:30AM W   01:00PM-02:30PM	-	-
ZOO 101N	GENERAL ZOOLOGY	3	2	5	T   07:00AM-08:30AM T   08:30AM-10:00AM T   10:30AM-01:30PM T   01:30PM-04:30PM	315 315	- -

Total Units: 24