



Republic of the Philippines
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INSTITUTE OF SCIENCE AND TECHNOLOGY**
Nagtahan, Sampaloc Manila

OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS

August 25, 2020

VPAA-MEMORANDUM NO. 04-2020

**TO : DEANS, DIRECTORS UNDER ACADEMIC SECTOR, ASSOCIATE DEANS,
CHAIRPERSONS, FACULTY MEMBERS, AND STUDENTS**

FROM : VICE PRESIDENT FOR ACADEMIC AFFAIRS

**SUBJECT : ENROLLMENT PROCESSES FOR THE FIRST SEMESTER SCHOOL YEAR
2020-2021**

1. Due to some technicalities in adapting and implementing the Online Enrolment System this first semester School Year 2020-2021, the following adjustments are hereby circulated to observe in the enrolment processes:

1.1. For Incoming first year (Freshmen) students, their enrollment will be entertained and processed through EARIST ONLINE Enrollment System

1.1.1 Open your browser

1.1.2 Go to EARIST official website (earist.edu.ph), click APPLY ONLINE then ONLINE Enrollment

1.1.3 Or, Type in your address bar (<https://earist.priisms.online/auth/login>)

1.1.4 Follow the Online Enrollment Procedure

1.2. For old students (Second year to Fifth year), their enrolment will be processed through the Local Enrollment System

1.2.1. The student needs to coordinate with their college enrolling officer via any available mode of communication like Short Message Service (SMS), Electronic Mail (e-mail), Chat, Instant Messaging, etc., whichever is convenient and appropriate for their Advisement Slip.

1.2.2. The Enrolling Officer will encode the subjects through the Local Enrollment System.

1.2.3. The Enrolling Officer will endorse to Registrar's Office the pre-registered student for validation and printing the Certificate of Registration (COR).


1.2.4. The Enrolling Officer will distribute the COR to the respective student via e-mail.

1.3. For graduate students (old and new), their enrollment will be processed through the Local Enrollment System

1.3.1. The student should coordinate with the GS enrolling officer for details and procedures via Electronic Mail (graduate@earist.ph.education and earistgraduateschool@gmail.com)

For your guidance.


Dr. FREDERICK C. PENA

Approved

Dr. EDITHA V. PILLO
President