ENROLMENT PROCEDURE
SECOND SEMESTER, SY2014-2015

STUDENT’S CHECKLIST:

New/Returnee/Transfer
Report to the Registrar’s Office before paying the processing fee

Old Student
Check your monetary/non-monetary accountabilities with the College, Accounting and Registrar’s office. If you have accountability with any of the offices mentioned, better secure clearance on or before the enrolment schedule

1. Secure the clearance from the INFO AND CLEARANCE DESK.
2. Pay the processing fee of P500.00 and secure Advisement Slip

STUDENT’S CHECKLIST:

New/Returnee/Transfer
Seek evaluation and subject preference from the academic adviser at T-129 and T-130 (for CBMA)

Old Student
1. Know your academic adviser
2. Update your curriculum evaluation

DMH (Daragang Magayon Hall) STATION 2

Secure Academic Advising
NB: For CBMA students, they are advised to proceed to T-129 and T-130 for their academic advising.

Request for the printing of the class schedule

Know your assessment and mode of payment

Cashier’s Office STATION 3

1. For new/transfer students, have your I.D. picture taken at a designated area.
2. Pay your “Due Upon Enrolment/Net Amount Due” and present your Student’s ID for validation.

This makes your enrolment OFFICIAL.