

## Enrolment for 2<sup>nd</sup> Semester, A.Y. 2020-2021

### I. SEQUENCE

Year level	Date
4 <sup>th</sup> year (including earning units students)	March 8, 9, 10, 2021
3 <sup>rd</sup> year	March 11, 12, 15, 16, 2021
2 <sup>nd</sup> year	March 17, 18, 19, 22, 23, 2021
1 <sup>st</sup> year	March 24, 25, 26, April 5, 6, 7, 8, 2021
Incoming freshmen/ALS completers	April 12, 13, 14, 2021

### II. REQUIREMENTS

#### NEW STUDENTS (Incoming Freshmen)

- Report card or Form 138
- Form 137-A or School Form 10 (if available only)
- PSA or NSO Birth Certificate (colored photocopy)
- Good Moral Character (High School)
- One (1) passport size picture (white background only)
- Short brown envelope

#### OLD STUDENTS (1<sup>st</sup> year 2<sup>nd</sup> Semester students to 4<sup>th</sup> year students)

- Duly signed clearance
- Other required credential/s which was/were not submitted during the first enrolment

#### TRANSFER STUDENTS

- Honorable Dismissal or Certificate of Transfer
- Good Moral Character
- Official Transcript of Record/Certificate of Grades
- PSA/NSO Birth Certificate (colored photocopy)
- One (1) passport size picture (white background only)
- Short brown envelope

#### ALS COMPLETERS

- ALS A & E Certification/Diploma
- Certificate of Rating (Secondary level)
- PSA/NSO Birth Certificate (colored photocopy)
- One (1) passport size picture (white background only)
- Short brown envelope

## EARNING UNITS

- Official Transcript of Record
- PSA/NSO Birth Certificate (colored photocopy)
- One (1) passport size picture (white background only)
- Short brown envelope

## III. SYSTEMATIC PROCEDURE

### NEW STUDENTS (Incoming Freshmen)

- ✓ **STEP 1:** Get your Entrance Examination Result Slip from the Dean's Office of your course preference and present it to the Registrar's Office together with the enrolment requirements for issuance of Tentative Enrolment Form and Prospectus.
- ✓ **STEP 2:** Fill-out the form with accuracy and completeness. After filling-out, present it again to the Registrar's Office for checking and affixing of units per subject.
- ✓ **STEP 3:** Proceed to the Accounting Office for assessment of fees.
- ✓ **STEP 4:** Pay the required amount due according to the assessed fees at the Cashier's Office.
- ✓ **STEP 5:** After payment, go back to the Registrar's Office to process your Certificate of Registration duly signed by the School Registrar.

### OLD STUDENTS (1<sup>st</sup> year 2<sup>nd</sup> Semester students to 4<sup>th</sup> year students)

- ✓ **STEP 1:** Present duly signed clearance and other required credential/s to the Registrar's Office for issuance of Tentative Enrolment Form.
- ✓ **STEP 2:** Fill-out the form with accuracy and completeness. After filling-out, present it again to the Registrar's Office for checking and affixing of units per subject.
- ✓ **STEP 3:** Proceed to the Accounting Office for assessment of fees.
- ✓ **STEP 4:** Pay the required amount due according to the assessed fees at the Cashier's Office.
- ✓ **STEP 5:** After payment, go back to the Registrar's Office to process your Certificate of Registration duly signed by the School Registrar.

### TRANSFER STUDENTS, ALS COMPLETERS and EARNING UNITS

- ✓ **STEP 1:** Present your enrolment requirements. An authorized personnel will determine upon verification of such documents if the transfer student is eligible or not. If eligible, a Tentative Enrolment Form will be issued together with the prospectus.
- ✓ **STEP 2:** Fill-out the form with accuracy and completeness. After filling-out, present it again to the Registrar's Office for checking and affixing of units per subject.
- ✓ **STEP 3:** Proceed to the Accounting Office for assessment of fees.
- ✓ **STEP 4:** Pay the required amount due according to the assessed fees at the Cashier's Office.
- ✓ **STEP 5:** After payment, go back to the Registrar's Office to process your Certificate of Registration duly signed by the School Registrar.