

## **PROCEDURE FOR FRESHMEN ENROLMENT**

- 1. Get your credentials from the Human Development Center.**
- 2. Get the enrollment form from the College Chairperson or College Chairperson's Secretary at the Chairperson's Office. (Note :BS Nursing Students – proceed to Nursing Office at the 3<sup>rd</sup> floor).**
- 3. Properly accomplish the enrollment form and have it signed by the College Chairperson. (Note: Copy only the subject codes prepared by the Registrar's Office (not the course description). You may ask the help of the Chairperson or Chairperson's Secretary regarding this).**
- 4. Present the enrollment form together with the credentials to the School Registrar for verification at the Registrar's Office.**
- 5. Have the enrollment form signed by the School Registrar.**
- 6. Have the assessment of fees at the Finance Office.**
- 7. Pay the required fees for enrollment at the Finance Office.**
- 8. Proceed to the Studio Room near the Printing Office (Basement Rooms) for your ID picture taking.**