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 3rd 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.