



Name: \_\_\_\_\_

Date: \_\_\_\_\_

**ENROLMENT HOURS: 8:00 A.M. TO 12:00 P.M., 1:00 P.M. TO 5:00 P.M MONDAY TO FRIDAY**

**ENROLMENT PROCEDURE**

**To the Office Concerned: Please mark each step with your initials when done.**

STEP 1:	REGISTRAR'S OFFICE WINDOW 1		Initials
		A. Proceed to the Registrar's Office with the following requirements and accomplish Admission Form. 1. Form 138-A (Original Report Card) / Form 137-A 2. Transcript of Records or Certificate of Grades w/ Honorable Dismissal for Transferees 3. Certificate of Good Moral Character 4. Two (2) pcs. I.D. picture (2"x 2") 5. Two (2) pcs 1 x 1 picture (for Library Card) 6. Photocopy of Birth Certificate (NSO) 7. College Entrance Examination Result B. Present accomplished admission form to the Office of the Registrar for approval. C. Secure pre-assessment of fees from the Office of the Registrar.	
STEP 2:	UNIFORM	Proceed to the BNASCFEA OFFICE beside the PLANNING AND FTCA OFFICE for Uniform Measurement and payment of the required fees.	
STEP 3:	STUDENT'S INSURANCE	Proceed to the Right Wing of the OSA Bldg for student's insurance payment.	
STEP 4:	ACCOUNTING	Proceed to Accounting Office and present pre-assessment from validation.	
STEP 5:	CASHIER	Pay the required fees at the cashier.	
STEP 6:	NSTP	Proceed to the following office: 1. NSTP Headquarters Office – for NSTP Enrolment 2. Committee on I.D. (Admin Building, beside Office of the Vice President) – for picture taking 3. Library – present 1 x 1 picture and secure your library card. 4. College Clinic – fill-out the forms and submit to the Clinic Office.	
	I.D.		
	LIBRARY		
	COLLEGE CLINIC		
STEP 7:	REGISTRAR'S OFFICE WINDOW 3	Proceed to the Registrar's Office to secure your <b>CERTIFICATE OF REGISTRATION.</b>	

**IMPORTANT: ONLY STUDENTS WHO COMPLETED THE ABOVE STEPS ARE CONSIDERED ENROLLED.**



Name: \_\_\_\_\_

Date: \_\_\_\_\_

Course: \_\_\_\_\_ Year: \_\_\_\_\_

**ENROLMENT HOURS: 7:00 A.M. TO 12:00 P.M., 1:00 P.M. TO 5:00 P.M MONDAY TO THURSDAY**

**ENROLMENT PROCEDURE**

**To the Office Concerned: Please mark each step with your initials when done.**

STEP 1:	DEAN'S OFFICE		Initials
		A. Proceed to the Dean's Office with the following requirements and secure pre-advising form. 1. Grade Card / Class Card 2. Duly signed Clearance B. Present accomplished pre-advising form for approval by the Dean or Program Adviser and secure your pre-assessment of fees.	
STEP 2:	ACCOUNTING/	Proceed to Accounting Office and present pre-assessment form for validation.	
STEP 3:	CASHIER	Pay the required fees at the Cashier.	
STEP 4:	LIBRARY	Have your library card validated.	
STEP 5:	REGISTRAR'S OFFICE WINDOW 3	Proceed to the Registrar's Office to secure your <b>CERTIFICATE OF REGISTRATION.</b>	

**IMPORTANT: ONLY STUDENTS WHO COMPLETED THE ABOVE STEPS ARE CONSIDERED ENROLLED.**