

# ***ENROLLMENT PROCEDURE***

## ***for Incoming Freshmen***

<b>STEP 1</b>	Register at the Reception Area and submit the requirements. <ul style="list-style-type: none"><li>• If the minimum downpayment has been made, Registration Card will be given.</li><li>• Registration Card will be hold if the minimum down payment has not been made.</li></ul>
<b>STEP 2</b>	Proceed to the Office of the Student Affairs to get your schedule.
<b>STEP 3</b>	Proceed to Accounting Office for assessment of payments.
<b>STEP 4</b>	Proceed to Registrar's Office <ul style="list-style-type: none"><li>• Release of Official Schedule</li><li>• Validation of Enrollment.</li></ul>
<b>STEP 5</b>	Come back for the Freshmen Orientation.
<b>STEP 6</b>	Come back for the Opening of Classes.