

ENROLLMENT PROCEDURE

for Old Student

STEP 1	<p>Please present your copy of grades to the Registrar's Office for evaluation.</p> <ul style="list-style-type: none">• If has an incomplete subject, kindly file for a completion form for the said incomplete subject and submit it to the Registrar's office.• For verification of credentials (if any)
STEP 2	<p>Upon securing an application form for enrollment / subjects to be enrolled at the Registrar's Office, please get your schedule (posted in the bulletin board). Be sure that there is no conflict in your schedule.</p> <p>For verifications regarding your schedule, please see Mr. Adrian Soriano at the Office of the Student Affairs.</p>
STEP 3	<p>Proceed to Accounting Office for assessment of the subjects to be enrolled.</p>
STEP 4	<p>If downpayment has been made, present your receipt to the Registrar's Office then fill up the Registration Form (Green Form).</p>
STEP 5	<p>Proceed to the Office of the Student Affairs for posting of schedule. Be sure that there is no conflict in your schedule.</p>
STEP 6	<p>Proceed to Accounting Office for Final Assessment.</p>
STEP 7	<p>Proceed to Registrar's Office for computer printout of your schedule.</p>
STEP 8	<p>Come back on the opening day of classes.</p>