

ENROLLMENT PROCEDURE

for New Student (TRANSFEREE)

STEP 1	Proceed to the Registrar's Office for evaluation of subjects taken from the last school attended.
STEP 2	After determining the credited subjects and verifying other related matters such as: <ul style="list-style-type: none">• Submission of credentials.• Determine the subjects to be taken and secure the application for enrollment.
STEP 3	Please get your schedule (posted in the bulletin board). Be sure that there is no conflict in your schedule. For verifications regarding your schedule, please see Mr. Adrian Soriano at the Office of the Student Affairs.
STEP 4	Proceed to Accounting Office for assessment of subjects to be enrolled.
STEP 5	Proceed to the Reception Area, pay the required minimum downpayment then fill up the Registration Form (Green Card)
STEP 6	Proceed to the Office of the Student Affairs for posting of schedule. Be sure that there is no conflict in your schedule.
STEP 7	Proceed to Accounting Office for Final Assessment.
STEP 8	Proceed to Registrar's Office for computer printout of your schedule.
STEP 9	Come back on the opening day of classes.