

Enrollment Process

COLLEGE/ GRADUATE SCHOOL

1. Issuance of Pre-enrollment Form – Room 103

Requirements:

OLD STUDENT

- a. Student's Clearance Slip
- b. Birth Certificate
- c. Agreement

NEW STUDENT

- a. Admission slip/ Entrance test result
- b. Original Report Card (Form 138)
- c. Birth Certificate
- d. Agreement

TRANSFEREE

- a. Original Transfer Credential
- b. Transcript/ Certification of Grades
- c. Birth Certificate
- d. Agreement

UNITING/ 2nd DEGREE COURSE

- a. Admission slip/ Entrance test result
- b. Original copy & photocopy of Transcript of Records
- c. Birth Certificate
- d. Agreement

CROSS ENROLLEE

- a. Admission slip/ Entrance test result
- b. Original permit to cross-enroll
- c. Birth Certificate
- d. Agreement

GRADUATE SCHOOL

- a. Old – Student's Clearance Slip
- b. New – Admission slip/ Entrance test result
- c. Transferee – Transfer Credentials/ Transcript/ Certification of Grades

2. Proceed to Bulletin Board (Room 102) for subject offerings then to Room 103 for encoding & assessment
3. Present your assessment form at the Checking Area at Room 103
4. Go to the Cashier's Office for payment

5. You are now officially enrolled. You may now claim the following: School ID, Library Card
6. Proceed to the Clinic (1st Floor) for medical check-up.

ELEMENTARY AND HIGH SCHOOL

1. Issuance of pre-enrollment form – Room 103
Requirements:
 - a. New/ Transferee – Admission Slip/ Entrance test result, Original Report Card (Form 138)
 - b. Old – Original Report Card (Form 138)
 - c. Special Science Class – Original & photocopy of Report Card
2. Proceed to Bulletin Board (Room 102) for subject offerings then to Room 103 for encoding & assessment
3. Present your assessment form at the Checking Area at Room 103
4. Go to the Cashier's Office for payment
5. You are now officially enrolled. You may now claim the following: School ID, Library Card
6. Proceed to the Clinic (1st Floor) for medical check-up.