NEW STUDENTS

FRESHMAN

GUIDANCE OFFICE
- Secure admission slip with attached credentials

DEAN'S OFFICE
- Secure enrollment/Registration Form

PROGRAM CHAIRPERSON'S OFFICE
- For interview, evaluation and for his/her signature.

REGISTRAR'S OFFICE
- Present approved registration form to Window 2 for encoding of subjects. Assessment of fees & ID number.

ACCOUNTING OFFICE
- Pay required fees (Wait for your number to be called)

OFFICE OF THE STUDENT AFFAIRS
- Present receipt of payments & certificate of matriculation & apply for school ID.

PHOTOSHOP
- For Picture Taking (near the Registrar’s Office)

TRANSFEREES/RE-ADMISSION

GUIDANCE OFFICE
- Secure admission slip with attached credentials

PROGRATTT GHAIRPERSON'S OFFICE
- Submit notice of temporary admission & credentials for re-evaluation.

DEAN'S OFFICE
- Secure enrollment/registration form

PROGRAM CHAIRPERSON'S OFFICE
- For final evaluation and for his/her signature

REGISTRAR'S OFFICE
- Present approved registration form to Window 2 for encoding of subjects. Assessment of fees & ID number.

ACCOUNTING OFFICE
- Pay required fees (Wait for your number to be called)

OFFICE OF THE STUDENT AFFAIRS
- Present receipt of payments & certificate of matriculation & apply for school ID.

PHOTOSHOP
- For Picture Taking (near the Registrar’s Office)