

ENROLLMENT FLOW CHART/PROCEDURE
Higher Education Department

NEW STUDENTS

IF STUDENT IS

FRESHMAN

**TRANSFEREES/
RE-ADMISSION**

GUIDANCE OFFICE

- Secure admission slip with attached credentials

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DEAN'S OFFICE

- Secure enrollment/ Registration Form

PROGRAM CHAIRPERSON'S OFFICE

- Submit notice of temporary admission & credentials for re-evaluation.

PROGRAM CHAIRPERSON'S OFFICE

- For Interview, evaluation and for his/her signature.

DEAN'S OFFICE

- Secure enrollment/registration form

REGISTRAR'S OFFICE

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

PROGRAM CHAIRPERSON'S OFFICE

For final evaluation and for his/her signature

ACCOUNTING OFFICE

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

REGISTRAR'S OFFICE

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

OFFICE OF THE STUDENT AFFAIRS

- Present receipt of payments & certificate of matriculation & apply for school ID.

ACCOUNTING OFFICE

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

PHOTOSHOP

- For Picture Taking (near the Registrar's Office)

OFFICE OF THE STUDENT AFFAIRS

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- For Picture Taking (near the Registrar's Office)