

**Service:** Enrollment/Registration for Incoming First Year Students/Transferees

**Schedule of Availability of service:**

*As scheduled*

**Who may avail of the Service:**

*Any student who has finished secondary level may enroll in the college*

**What are the requirements:**

***For Incoming First Year***

- *Result of College Entrance Test*
- *F-138 (Report Card)*
- *Certificate of Good Moral Character*
- *Authenticated copy of Birth Certificate (NSO)*
- *2 ID Pictures(1x1)*
- *Long folder with paper fastener*
- *Authenticated photocopy of marriage contract (for married female only)*

***ForTransferees***

- *Certificate of Grades/Transcript of Records*
- *Honorable Dismissal*
- *Certificate of Good Moral Character*
- *2 ID pictures (1x1)*
- *Long folder with paper fastener*
- *Authenticated copy of Birth Certificate (NSO)*
- *Authenticated photocopy of marriage contract (for married female only)*

***For Cross Enrollees***

- *Certificate of permission to cross enroll*
- *2 ID pictures (1x1)*
- *Long folder with paper fastener*

**Forms:** *None*

**Fee:** *None*

**How to Avail:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Administrator's Activity</b>	<b>Duration of Activity</b>	<b>Person-in-Charge</b>	<b>Form</b>
1	Present your Enrollment Credentials to the Registrar	Evaluate the credentials of the enrollees (transferees – evaluation of subjects take, validation)	30 minutes	Registrar  Department Chairman concerned	
2	Fill-out Student Profile Form and submit to the School Guidance Counselor	Interview the Enrollee	15 minutes	Guidance Counselor	Student Profile Form

3	Fill-out the Registration Form and have it signed by the Department Chairman	Assess the subjects to be enrolled by the student	15 minutes	Department Chairman	Registration Form
4	Enlist/Exempt NSTP	Check if student has satisfied the NSTP requirements	15 minutes	NSTP coordinator	
5	Present registration form at the Registrar's Office	Re-check the list of subjects enrolled by the students and if form is properly filled-out	15 minutes	Registrar	
6	For students who wish to apply for scholarship/educational assistance, fill out the scholarship form and present it to scholarship coordinator  For non-scholars, proceed to step 7	Verify scholarship and indicate the type of scholarship availed of by the student	10 minutes	Scholarship Officer	
7	Payment of Fees at the Cashier's Office	Assess fees due	15 minutes	Cashier	BSC Official Receipt
8	Present registration forms at the Registrar's Office  Get classcards	Have the registration forms stamped "ENROLLED" and issue the corresponding number of class cards	10 minutes	Clerk/Registrar	
9	Fill-out School ID Information Sheet and have ID picture taken at the College Business Center	Take ID picture	15 minutes	Clerk	School ID Information Sheet
End of Transaction					