

Service: *Enrollment/Registration for Old Students*

Schedule of Availability of service:

As Scheduled

Who may avail of the Service:

Old/Returning students of the College

What are the requirements:

- *Class cards of subjects taken during the last enrollment*
- *General Clearance*
- *School ID*

Forms: *None*

Fee: *None*

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Present General Clearance	Issue Registration Form	3 minutes	Clerk/Registrar	General Clearance
2	Fill-out the Registration Form and have it signed by the Department Chairman	Assess the subjects to be enrolled by the student and affix signature in registration form	30 minutes	Department Chairman	Registration Form
3	Enlist/Exempt in NSTP	Check if student has satisfied the NSTP requirements	10 minutes	NSTP Coordinator	
4	For students with existing scholarship, comply the requirements For new applicants, present filled-out scholarship form For non-scholars, proceed to step 7	Re-check the list of subjects enrolled by the student and if form is properly filled-out	15 minutes	Registrar	
5	Present Scholarship Form to the Scholarship Officer	Verify Scholarship and indicate the type of scholarship availed of by the student	5 minutes	Scholarship Officer	Scholarship Form
6	Payment of Fees at the Cashier's Office	Assess fees due	10 minutes	Cashier	BSC Official Receipt
7	Present registration forms at the Registrar's Office	Have the registration forms stamped "ENROLLED" and	10 minutes	Clerk/Registrar	

	Collect classcards Present old ID for verification	issue the corresponding number of classcards Affix validation sticker to the student ID			
End of Transaction					