

INCOMING FRESHMEN

Step 1: Pay the Assessment and Entrance Fee at the Finance Office

Step 2: Take the Entrance Examination at the Center for Guidance and Career Services (CGCS).

Step 3: Present the Enrollment Fee Official Receipt (OR) to the Registrar's Office and submit your Admission Credentials. The Registrar's Office will give you an enrollment form to fill out.

Step 4: Process the enrollment form by following these steps:

4.1: Submit your recent Chest X-Ray result to the Center for Health Services and Wellness.

4.2: Fill out the Guidance Information Form at the Guidance Services Center and attach a recent 2x2 colored ID picture.

4.3: Visit CICT to receive your student number and access to the student portal.

4.4: Apply for a Library ID at the Library.

4.5: Get your school ID photo taken at the Office of Student Affairs (OSA).

Step 5: Proceed to Enrollment Coordinator of your Program for the subject enlistment. You will be guided to your respective Enrollment Coordinator.

Step 7: Submit the duly accomplished enrollment form to the Registrar's office for the activation of student portal account in SPORES.

TRANSFEREES/RETURNEES

Step 1: For Transferees: Pay the Entrance Exam Fee at the Cashier. Or, if you decide to enroll, pay the entire amount for the Entrance and Enrollment fee.

For Returnees: Pay the Enrollment Fee at the Cashier.

Step 2: For Transferees: Present the Enrollment Fee Official Receipt at the Center for Guidance and Career Services (CGCS) to take the Entrance Exam.

Step 3: For Transferees: Present the entrance exam results, along with the official receipt for the Enrollment Fee and your admission/transfer credentials, to the Registrar's Office for verification by the Admission and Evaluation Officer.

For Returnees: Present the Enrollment Fee Official Receipt (OR) at the Registrar's Office.

The Registrar's Office shall evaluate the student's credentials and shall forward a photocopy of the student's TOR to the respective Dean's/Vice-dean's Office for evaluation and transfer of credits.

Step 4: Fill out the Enrollment Form issued by the Registrar's office, with the copy of the course evaluation/credit attached to it in 3 copies.

Step 5: Process the Enrollment Form by following these steps:

5.1: Submit your recent Chest X-Ray result to the Center for Health Services and Wellness.

5.2: Fill out the Guidance Information Form at the Center for Guidance and Career Services (CGCS) and attach a recent 2x2 colored ID picture.

5.3: Visit CICT to receive your student number and access to the student portal.

5.4: Apply for a Library ID at the Library.

5.5: Get your school ID photo taken at the Office Student Affairs (OSA).

Step 6: Present your completely signed (except the School Registrar) enrollment form to your respective Enrollment Coordinator (by program) for the course enlistment.

Step 7: Submit the duly accomplished enrollment form to the Registrar's office for the activation of student portal account in SPORES.

CONTINUING STUDENTS

Step 1: Pay the Enrollment Fee at the Finance Office.

Step 2: Present the Enrollment Fee Official Receipt (OR) to the Registrar's Office to receive an enrollment form. If any admission credentials are on waiver, submit the missing documents to the Registrar before the form is issued.

Step 3: Secure signatures from the following office: Center for Health and Wellness (School Clinic) Center for Guidance and Career Services (CGCS), Office of Student Affairs (OSA), Center for Information and Communications Technology (CICT).

Step 4: Proceed to Enrollment Coordinator of your Program for the subject enlistment. You will be guided to your respective Enrollment Coordinator.

Step 5: Submit the duly accomplished enrollment form to the Registrar's office for the activation of student portal account in SPORES.