

New Freshmen

Pre-Enrollment Activities:

- ✓ Please refer to Admission Procedure for New Freshmen applicants. (Copies are available at the Admissions Office.)

Enrollment Procedures:

Venue: Respective Schools and Departments

- **Downtown Campus:**
School of Business & Economics
School of Law & Governance
- **South Campus:** School of Education
- **Talamban Campus:**
School of Engineering,
School of Arts & Sciences,
School of Architecture, Fine Arts & Design
School of Health Care Professions,
Science & Math Education Department

Step 1: Get a Certificate of Acceptance and Registration Form from the Department Chair

Step 2: Submit admission credentials & requirements to the *satellite office* of the Registrar. Get a copy of the Student Manual.

Admission Credentials:

- Report Card, original copy of NSO birth certificate

Other requirements:

- Certificate of Acceptance, 1 pc 2x2 ID colored picture, admission test result, Registration Form

For foreign students:

- Requirements as indicated by the Foreign Students' Coordinator

Step 3: Proceed to the teller and pay the down payment of **Php 3,000** (local & foreign students)

Step 4: Proceed to the department for advising and enrollment of subjects.

Note: Get from your Department the **Class Schedule (Study Load) which serves as Admission Slip.**

Step 5: Proceed to ID Room (Basement at Bunzel Bldg., Talamban Campus / Ground floor at Dingman Bldg., Downtown Campus) for capture of photo and signature for permanent school ID. Present admission slip.

Step 6: Proceed to Counseling and Development Center for interview. Bring the Student Manual and 1 copy of 2 x 2 colored picture with white background.

Step 7: Proceed to School Clinic for physical and dental check-up. Bring Student Manual.

Transferees

Pre-Enrollment Activities:

- ✓ Please refer to Admission Procedure for Transferees. (Copies are available at the Admissions Office.)

NOTE: Accreditation of Courses.

Transferees are advised to do the accreditation of courses before enrollment to avoid re-enrollment of the same courses already taken and passed. Accreditation of courses is based on the evaluation copy of the transcript of records/course descriptions (not the grade slips/sheets). Get accreditation forms at the Registrar's Office and Admissions Office.

Enrollment Procedures:

Venue: Respective Schools and Departments

- **Downtown Campus:**
School of Business & Economics
School of Law & Governance
- **South Campus:** School of Education
- **Talamban Campus:**
School of Engineering
School of Arts & Sciences
School of Architecture, Fine Arts & Design
School of Health Care Professions
Science & Math Education Department

Step 1: Present the interview clearance from OSA to the Department Chair and get a Certificate of Acceptance and Registration Form.

Step 2: Submit admission credentials & requirements to the office of the registrar. Get a copy of the Student Manual.

Admission Credentials:

- Certificate of Transfer Credential, transcript of records (evaluation copy), original copy of NSO birth certificate

Other requirements:

- Certificate of Acceptance, 1 pc 2 x 2 ID colored picture, admission test result and Registration Form

For foreign students:

- Requirements as indicated by the Foreign Students' Coordinator

Step 3: Proceed to the teller and pay the down payment of **Php 3,000** (with complete requirements) OR **Php 5,000** (under Temporary Enrollment status).

Step 4: Proceed to the department for advising and enrollment of subjects.

Note: Get from your Department the **Class Schedule (Study Load) which serves as Admission Slip.**

Step 5: Proceed to the ID Room (Basement at Bunzel Bldg., Talamban Campus / Ground floor at Dingman Bldg., Downtown Campus) for capture of photo and signature for permanent school ID. Present admission slip.

Step 6: Proceed to Counseling and Development Center for interview. Bring the Student Manual and 1 copy of 2 x 2 colored picture with white background.

Step 7: Proceed to School Clinic for physical and dental check-up. Bring Student Manual.