

ENROLLMENT PROCEDURE

For CONTINUING/RETURNING Students

Second Semester, S.Y. 2018-2019

WHERE TO GO

WHAT TO DO

COLLEGE/INSTITUTE CONCERNED (PRE-REGISTRATION)

UNIVERSITY GYMNASIUM (REGISTRATION/ ENROLLMENT)

- JAN. 7-8, 2019** : Freshmen students
- JAN. 9, 2019** : Sophomore & Junior Students
- JAN. 10, 2019** : Regular 4th, 5th & 6th Year Students
- JAN. 11, 2019** : Irregular Students, Returning/ Readmitted Students, Cross-enrollees
- JAN. 12, 2019** : Graduate School/ OU/ Prof. Ed.

OFFICE OF THE UNIVERSITY REGISTRAR

- JAN.15-17, 2019**: Late enrollment without fine
- JAN.18- 19, 21**: Late enrollment with fine

NOT QUALIFIED FOR FREE HIGHER EDUCATION

FREE HIGHER EDUCATION (FHE) BENEFICIARIES

WITH WAIVER

WITH ASSESSED FEES FOR PAYMENT

WITHOUT ASSESSED FEES FOR PAYMENT

ALL SCHOLARS OR GRANTEES (Free Higher Education Beneficiary or not)

OFFICE OF STUDENT SERVICES

UNIVERSITY CASHIER'S OFFICE

UNIVERSITY LIBRARY AND INFORMATION SERVICES (ULIS)

- Please ASK for **ACADEMIC ADVISING**
 - For Regular Students: Present grades of previous semester to enrollment adviser
 - For Returning Students: Present Approved Application for Readmission and result of evaluation (**Processing for Readmission – DEC. 17, 2018 to JAN. 10, 2019 ONLY**)
 - For Shifters: Present student copy of Shifting form and result of evaluation from accepting College
- Secure and accomplish Pre-Registration Form (PRF)
 - **Submit PRE-REGISTRATION FORM (PRF) and RETURN SERVICE AGREEMENT (with or without Voluntary Contribution Form) OR Waiver for school fees subsidy**
 - **Secure Enrollment Form**
 - **Pay Mt. Collegian (MC) and Supreme Student Government (SSG) Fees**

Beneficiaries with Voluntary Contribution, give to the Cashier's Office

- Proceed to Student Scholarships & Grants Unit (SSGU) Personnel for verification & endorsement of TES
- Secure new enrollment form from SSGU

- Present your enrollment form and receipt of payment of school fees, if applicable for ID Validation.