

FIRST SEMESTER, S.Y. 2019-2020

ENROLLMENT PROCEDURE

For CONTINUING/RETURNING Students

WHERE TO GO

COLLEGE/ ACADEMIC INSTITUTE CONCERNED/ GS/ OU PRE-REGISTRATION

WHAT TO DO

- 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: JULY 17- 30, 2019 ONLY**)
- ✓ **For Shifters:** Present student copy of Shifting form and result of evaluation from accepting College
- Secure and accomplish Pre-Registration Form (PRF), Waiver/ Opt-out Form and/or Voluntary Contribution Form, if applicable

COLLEGE/ ACADEMIC INSTITUTE/ OU

*For GRADUATE SCHOOL, proceed to the college/ academic institute offering GS programs

REGISTRATION: ENCODING OF CLASS CODES

- AUGUST 2 & 5** ----- Regular 2nd Year Students
- AUGUST 6 - 7** ----- Regular 3rd, 4th, 5th & 6th Year
- AUGUST 8 - 9** ----- Irregular Students, Shifters, Returning/ Readmitted Students
- JULY 31-AUG. 10** ---- Open University and GS students
- AUGUST 12-14** ----- Late enrollment without fine
- AUGUST 15-17***----- Late enrollment with fine
- *August 17: for GS and OU only
- Withdrawal of enrollment: IMMEDIATELY** after enrollment until dropping period

Submit PRE-REGISTRATION FORM (PRF) for **ENCODING OF CLASS CODES**

UNIVERSITY GYMNASIUM

PRINTING OF ENROLLMENT FORM and SUBMISSION OF PRF AND OTHER FREE HIGHER EDUCATION (FHE) FORMS
ADDING/DROPPING/ CHANGING OF COURSE(S)*
AUGUST 15 - 17*

- *August 17: for GS and OU only
- *See separate flowchart for Adding/ Dropping/ Changing

- Submit PRE-REGISTRATION FORM (PRF) and Voluntary Contribution Form, if applicable OR Waiver for school fees subsidy
- Secure Enrollment Form/ Certificate of Registration (COR)
- Pay Mt. Collegian (MC) and Supreme Student Government (SSG) Fees

NOT QUALIFIED FOR FREE HIGHER EDUCATION

FREE HIGHER EDUCATION (FHE) BENEFICIARIES

GRADUATE SCHOOL (GS) AND OPEN UNIVERSITY (OU) SCHOLARS OR GRANTEES

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

WITH WAIVER

WITHOUT ASSESSED FEES FOR PAYMENT

WITH ASSESSED FEES FOR PAYMENT

OFFICE OF STUDENT SERVICES

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

UNIVERSITY CASHIER'S OFFICE

UNIVERSITY LIBRARY AND INFORMATION SERVICES (ULIS)

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