

# FIRST SEMESTER, S.Y. 2019-2020

## ENROLLMENT PROCEDURE

For **NEW FIRST YEAR STUDENTS (Baccalaureate Degree/GS/OU)**, **FOREIGN STUDENTS (New or Continuing)**, **TRANSFEREES, CROSS-ENROLLEES, SECOND-DEGREE, and STUDENTS TAKING UP ADDITIONAL UNITS (e.g., Prof. Ed.)**

### WHERE TO GO

### WHAT TO DO

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

For **NEW FOREIGN STUDENTS OFFICE OF STUDENT SERVICES (OSS)**

**UNIVERSITY GYMNASIUM REGISTRATION: ENCODING OF CLASS CODES & PRINTING OF ENROLLMENT FORM**

**JULY 31-AUGUST 1:** First Year (Baccalaureate Degree) students  
**AUGUST 6-7:** Students taking up additional units (e.g., Prof.Ed students)  
**AUGUST 8-9:** Transferees/Cross-enrollees/ Second-Degree Students  
**JULY 31-AUGUST 10:** GS & OU  
**AUG. 12-14:** Late enrollment w/out fine  
**AUG. 15-17:** Late enrollment w/ fine  
**AUGUST 15-17\*:** Adding/ Changing/ Dropping of subject(s) or course(s)  
**\*August 17:** for GS and OU only  
**Withdrawal of enrollment:** IMMEDIATELY after enrollment until dropping period  
**\* For Adding/ Dropping/ Changing of Course(s), see separate flowchart**

- Present Notice of Notice of Acceptance (NOA)
- Secure and Accomplish Pre-Registration Form (PRF)
- Submit **PHOTOCOPY** of the following:
  - ✓ For **First Year students**, Form 138 (For High school graduates only) OR Senior High School Permanent Record
  - ✓ For **Transferees/ GS/ OU students**, Certificate of Transfer Credentials and True Copy of Grades except for BSU graduate (photocopy of OTR only)
  - ✓ Medical Slip
  - ✓ PSA Birth Certificate and Marriage Certificate, if applicable
  - ✓ Certificate of Good Moral Character
  - ✓ Certification of Government-Funded Scholarship or Grant for Undergraduate Transferees

- Submit **PRE-REGISTRATION FORM (PRF)** and Voluntary Contribution Form OR Waiver for school fees subsidy
- Submit the following:
  - ✓ For **New First Year Baccalaureate Degree**, Form 138 (For High school graduates only) OR Senior High School Permanent Record
  - ✓ For **New First Year GS/OU students/ Transferees**, **ORIGINAL copy of Transfer Credentials** secured from school last attended, OR a photocopy of your **Official Transcript of Records**, if BSU is the school last attended
  - ✓ For **Cross-enrollees**, **ORIGINAL Permit to Cross-enroll** from Mother School and if from SUCs, certification of Entitlement to Free Higher Education from Mother School
  - ✓ For **ALL Students**:
    - **ORIGINAL** Medical Slip
    - Clear Photocopy of your Philippine Statistics Authority (PSA) (formerly NSO) Birth Certificate and Marriage Certificate, if applicable
    - Certificate of Good Moral Character/ Honorable Dismissal
    - Certification of Government-Funded Scholarship or Grant for Undergraduate Transferees
- 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 GRANTEEES**

WITH WAIVER

WITH ASSESSED FEES FOR PAYMENT

WITHOUT ASSESSED FEES FOR PAYMENT

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

**UNIVERSITY CASHIER'S OFFICE**

**OFFICE OF STUDENT SERVICES**

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

**OFFICE OF THE UNIVERSITY REGISTRAR ID processing (Check schedule upon enrollment)**