



## ADVISORY

**TO: Enrollees under College of Agriculture-Graduate Programs**  
**Subject: ENROLLMENT FLOW AND SCHEDULES**

All enrollees taking up Graduate Programs under the College of Agriculture are hereby advised of the following schedules and flow:

**Step 1:** Proceed to the BSU official website ([www.bsu.edu.ph](http://www.bsu.edu.ph)) and look for the link for CA-Graduate Program OR copy this link in your browser:

<https://forms.gle/eKSA3D6nBHY85e9T6>

**Opening of Link: December 29, 2020 (1:00PM)**

**Closing of link: January 8, 2021 (3:00PM)**

**Step 2:** Fill-out Pre-registration Form (PRF) and click submit

✚ Course Offerings are embedded in the google form OR check on the BSU website under GS course offerings

✚ If ID number is invalidated, follow indicated instruction therein.

✚ For new students, send intent to enroll at e-mail address:

[gradschool.ca@bsu.edu.ph](mailto:gradschool.ca@bsu.edu.ph). A link will be sent upon verification of your approved Notice of Admission.

**Step 3:** Wait for the Academic Advising and confirmation of course(s) to enroll

**Timeline:** Within 2-3 working days after submission of PRF

**Step 4:** Wait for the encoding of class codes and sending of enrollment form to the enrollee

**Timeline:** Within three (3) working days after receipt of duly verified and confirmed PRF

**Step 5:** Pay assessed fees, if applicable. If scholar or grantee, contact OSS through e-mail address: [oss.director@bsu.edu.ph](mailto:oss.director@bsu.edu.ph).

For any enrollment concerns, contact the College of Agriculture – Graduate Program Coordinator, Dr. Lynn J. Talkasen through email address: [gradschool.ca@bsu.edu.ph](mailto:gradschool.ca@bsu.edu.ph).

Please be guided accordingly.

(Sgd) **JANET P. PABLO**  
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