



# ADVISORY

**TO: Undergraduate Enrollees under College of Agriculture**  
**Subject: ENROLLMENT PROCEDURE AND SCHEDULES**

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

## Step 1: ACCESS LINKS

✚ Access enrollment links through the BSU official website (www.bsu.edu.ph), Facebook page of CA, or copy the link below.

**NOTE:** Basis of Year Level is your year level last semester/term (First Semester, S.Y. 2020-2021)

**Opening of access links: January 5, 2021 (8:00AM)**

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

**A. First Year Level**

BSA: <https://forms.gle/uWFnWfRzrR3nhfbDA>

BSDC: <https://forms.gle/nGLfDB1bWZ8FuGSw9>

BSAB: <https://forms.gle/aAqYLjB79bUQ6w6b8>

**B. Second Year Level**

BSA: <https://forms.gle/pSmvwPvL6oENEvweA>

BSDC: <https://forms.gle/rhGgEr7uaR23zniC8>

BSAB: <https://forms.gle/hvW1ieiuN3D3ysCx8>

**C. Third Year Level**

BSAB: <https://forms.gle/fpZbrH52TBrbCfB49>

BSDC: <https://forms.gle/Xf7HJyW8kQfGrAG77>

**D. Fourth Year Level**

BSAB: <https://forms.gle/9egndSg6sNDHqTWO8>

BSDC: <https://forms.gle/vfVmLycSrMRZGV1V6>

**E. The following enrollees are advise to send INTENT TO ENROLL to their respective department. A google link will be sent in your e-mail address after verification.**

**1. Third and Fourth year BSA students**

**2. Third and Fourth year irregular students who did not enroll last semester (First Semester, S.Y. 2020-2021)**

***Sample Format of Intent:*** I, Juana D. Bonifacio, BSA 3 irregular student with Student ID number: 112222, intend to enroll this Second Semester, S.Y. 2020-2021.

Dep't	e-mail address	Dep't	e-mail address
DSS	<a href="mailto:Ca.dss@bsu.edu.ph">Ca.dss@bsu.edu.ph</a>	DAS	<a href="mailto:Ca.animalscience@bsu.edu.ph">Ca.animalscience@bsu.edu.ph</a>
DPP	<a href="mailto:Ca.dpp@bsu.edu.ph">Ca.dpp@bsu.edu.ph</a>	DE	<a href="mailto:Ca.entom@bsu.edu.ph">Ca.entom@bsu.edu.ph</a>
DEE	<a href="mailto:Ca.dee@bsu.edu.ph">Ca.dee@bsu.edu.ph</a>	DCS	<a href="mailto:Ca.cropscience@bsu.edu.ph">Ca.cropscience@bsu.edu.ph</a>

**F. For FIRST YEAR AND SECOND YEAR STUDENTS WHO DID NOT ENROLL LAST SEMESTER:** Send your **INTENT TO ENROLL** to the following e-mail address according to your degree programs:

BSA: [ca.bsa@bsu.edu.ph](mailto:ca.bsa@bsu.edu.ph)

BSDC: [ca.bsdc@bsu.edu.ph](mailto:ca.bsdc@bsu.edu.ph)

BSAB: [ca.bsab@bsu.edu.ph](mailto:ca.bsab@bsu.edu.ph)





## Step 2: PRE-REGISTRATION

Fill-out Pre-registration Form (PRF) and click submit

- + The academic adviser will assign your section/ course(s)/ subject(s) to enroll based on evaluation. Hence, the section for course(s) to enroll is not open. If you have any queries, contact your respective academic advisers.
- + If ID number is invalidated, kindly contact e-mail addresses per degree program as indicated in the last portion of this advisory.



## Step 3: ACADEMIC ADVISING

Wait for the Academic Advising and confirmation of course(s) to enroll

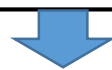
**Timeline:** Within two (2) working days after submission of PRF



## Step 4: REGISTRATION

Receive enrollment/ registration form through your e-mail address after encoding of course(s)/subject(s) to enroll

**Timeline:** Within two (2) working days after receipt of duly verified and confirmed PRF



## Step 5: PAYMENT OR SCHOLARSHIP/ GRANT

**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). Send transaction or payment slip to [our.enrollment@bsu.edu.ph](mailto:our.enrollment@bsu.edu.ph) for validation of enrollment.

Please be guided accordingly.

*Original signed by:*  
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Dean, College of Agriculture