

Freshmen Enrolment Procedure:

1. Pursuant to Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines set by the IATF that any person below twenty-one (21) years old shall be required to remain in their residences at all times, **the entire enrollment process of Freshmen students shall be held exclusively online.**
2. **Freshmen qualifiers will be contacted by respective Coordinators.**
3. Coordinators will endorse list per section to their Deans for forwarding to the MIS Dept. and Accounting Dept.
4. MIS Department will prepare **PDF Registration Form (e-RF)** which will be emailed back to each student by the Coordinators along with the order of payment. Due fees may be settled in deferred payment which will be scheduled by the Accounting Office during the first semester.