REGULAR (Non-Paying)

October 17
8:00 am - 12:00 nn - Surnames: AAWITIN to COSTO
1:00 pm - 5:00 pm - Surnames: CRAIG to KUZHUPPILLY

October 18
8:00 am - 12:00 nn - Surnames: LABAJO to PLATERO
1:00 pm - 5:00 pm - Surnames: POCOT to ZUNIGA

1. **Print your PRF from the CRS at home and sign.** This saves you time so as to proceed immediately to Step 2 upon arrival in the campus. If you don’t have equipment at home, you may proceed to the Library Internet Station (GK 1st floor).

2. **Get a Ticket Number at the UAC.** Wait for your turn (batch of 50) to proceed to the designated rooms at GV 2nd floor (GV-204 to 209). The Registration Personnel collects the PRF for processing at GV-210 and GV-211.

3. **Get your SER.** The Registration Personnel will release your SER inside the room.

4. **Pay the AP Fee.** Proceed to the UAC where you will pay P50 at the PLM-Cashier’s station.

5. **Enrollment validation.** Proceed to the OUR and present your Official Receipt (OR) for the stamping of the SER. You are done.

REGULAR (Paying) *(including Regular Non-Paying scholars with fees/dues)*

October 17
8:00 am - 12:00 nn - Surnames: AAWITIN to COSTO
1:00 pm - 5:00 pm - Surnames: CRAIG to KUZHUPPILLY

October 18
8:00 am - 12:00 nn - Surnames: LABAJO to PLATERO
1:00 pm - 5:00 pm - Surnames: POCOT to ZUNIGA

1. **Print your PRF from the CRS at home and sign.** This saves you time so as to proceed immediately to Step 2 upon arrival in the campus. If you don’t have equipment at home, you may proceed to the Library Internet Station (GK 1st floor).

2. **Get a Ticket Number at the UAC.** Wait for your turn (batch of 50) to proceed to the designated rooms at GV 2nd floor (GV-204 to 209). The Registration Personnel collects the PRF for processing at GV-210 and GV-211.

3. **Get your EAF.** The Registration Personnel will release your EAF inside the room.

4. **Pay your Tuition and other fees.** Proceed to the PLM-Cashier (GV 1st floor) and pay.

5. **Present your EAF and OR.** Proceed to the designated rooms at the GV 3rd floor. The Registration Personnel collects your EAF and OR for processing at GV-210 and GV-211.

6. **Get your SER.** The Registration Personnel will release your SER inside the room.

7. **Enrollment validation.** Proceed to the OUR and present your Official Receipt (OR) for the stamping of the SER. You are done.
IRREGULAR (Non-Paying)  
October 19-21 (Depending on your college)  

1. **Print your PRF from the CRS at home and sign.** This saves you time so as to proceed immediately to Step 2 upon arrival in the campus. If you don’t have equipment at home, you may proceed to the Library Internet Station (GK 1st floor).  
2. **Faculty Advising.** Based on your approved Study Plan, seek the counsel of your faculty adviser who signs approval on your PRF after a careful analysis of your proposed subjects to be enrolled.  
3. **Get a Ticket Number at the UAC.** Wait for your turn (batch of 50) to proceed to the designated rooms at GV 2nd floor (GV-204 to 209). The Registration Personnel collects the PRF for processing at GV-210 and GV-211.  
4. **Get your SER.** The Registration Personnel will release your SER inside the room.  
5. **Pay the AP Fee.** Proceed to the UAC where you will pay P50 at the PLM-Cashier’s station.  
6. **Enrollment validation.** Proceed to the OUR and present your Official Receipt (OR) for the stamping of the SER. You are done.  

IRREGULAR (Paying)  
October 19-21 (Depending on your college)  

1. **Print your PRF from the CRS at home and sign.** This saves you time so as to proceed immediately to Step 2 upon arrival in the campus. If you don’t have equipment at home, you may proceed to the Library Internet Station (GK 1st floor).  
2. **Faculty Advising.** Based on your approved Study Plan, seek the counsel of your faculty adviser who signs approval on your PRF after a careful analysis of your proposed subjects to be enrolled.  
3. **Get a Ticket Number at the UAC.** Wait for your turn (batch of 50) to proceed to the designated rooms at GV 2nd floor (GV-204 to 209). The Registration Personnel collects the PRF for processing at GV-210 and GV-211.  
4. **Get your EAF.** The Registration Personnel will release your EAF inside the room.  
5. **Pay your Tuition and other fees.** Proceed to the PLM-Cashier (GV 1st floor) and pay.  
6. **Present your EAF and OR.** Proceed to the designated rooms at the GV 3rd floor. The Registration Personnel collects your EAF and OR for processing at GV-210 and GV-211.  
7. **Get your SER.** The Registration Personnel will release your SER inside the room.  
8. **Enrollment validation.** Proceed to the OUR and present your Official Receipt (OR) for the stamping on the SER. You are done.