



Enrollment Steps/Procedures SY 2016-2017, 2nd Semester

Document No.

ADP-EP-01

Version

01

Date Issued

2016 Oct 10

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 the 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.



Enrollment Steps/Procedures SY 2016-2017, 2nd Semester

Document No.

ADP-EP-01

Version

01

Date Issued

2016 Oct 10

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.