

PROCEDURE FOR ENROLMENT FOR REGULAR STUDENT

(College Department)

Step 1.

Get an Assessment Form from the Dean's Office. Fill it out.



Step 2

Present the Assessment Form to the Dean to assess the number of units.



Step 3.

Proceed to the Accounting Office for the assessment of fees. Pay the amount indicated in the Assessment Form.



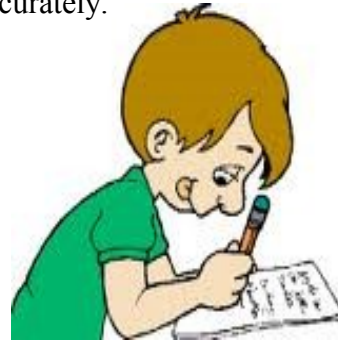
Step 4.

Get the Registration Form from **WINDOW B** of the Registrar's Office.



Step 5.

Fill out the Registration Form completely and accurately.



Step 6.

RETURN the Form to **Window B** and **GET** your Student Copy and Class cards.



Note:

1. Students who want to take up **EDUCATION** must have a general average of at least 85% in their secondary course.
2. Students who want to take up **BSA** must have a general average of 83% - 85% in their secondary course. If the gen. average is lower than 83%, the student's grades in Math & English must be 83 & above in order to be admitted in the Department or his entrance examination is 85% & above. If the student is a **GJC High School Graduate**, only 80% gen. average is **REQUIRED**.