

# PROCEDURE FOR ENROLMENT FOR TRANSFEREES

(College Department)

**Step 1.**  
Go to Registrar's Office and present your credentials for evaluation and interview.



**Step 2**  
Go to the Guidance Office for a short orientation and And qualifying examination.



**Step 3.**  
Go back to Registrar's Office, present the result of the test and get the evaluation form.



**Step 4.**  
Go to Dean's Office and present the result of the evaluation. The Dean will advise you regarding your subject load and schedule



**Step 5.**  
Fill out the Assessment Form and present it to the Dean.



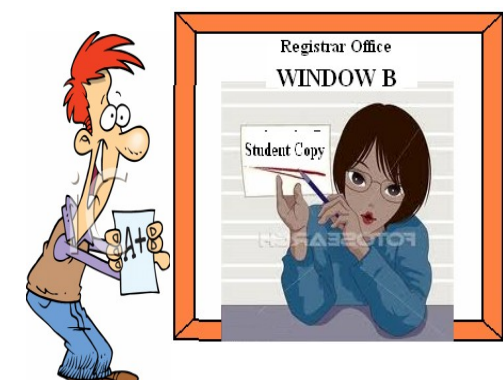
**Step 6.**  
Proceed to the Accounting Office for the assessment of fees. Pay the amount indicated in the Assessment Form.



**Step 7.**  
Get the Registration Form from **WINDOW B** of the Registrar's Office then fill out the Registration Form completely and accurately.



**Step 8.**  
**RETURN** the Registration 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**.