

# CENTRAL LUZON STATE UNIVERSITY

## REGISTRATION PROCEDURE FIRST SEMESTER, SY 2015-2016

### ENROLLMENT SCHEDULE

<i>College</i>	<i>Date</i>
<i>CEd, CVSM</i>	<i>August 3, 4</i>
<i>CAS, CHSI, CAg, CF</i>	<i>August 4, 5</i>
<i>CEn, CBAA</i>	<i>August 5, 6</i>

### PART I. PRE-REGISTRATION (College Registration Venue)

- 1.1 Report to your College on the Enrollment Schedule set for your degree program and year level/section.
- 1.2 Report to your College on the Enrollment Schedule set for your degree program and year level/section.
  - a. **REGULAR STUDENTS** must get Admission Slip from their College Registrar or authorized representative.
  - b. Students under **WARNING or PROBATIONARY STATUS** may request for a change in status, if applicable. **Your respective College Registrar will act on your request.**
  - c. Students with **UNDETERMINED/DISMISSED STATUS (due to grade of INC/4.00) ONLY** are advised to report to their respective Record In-Charge at OAd.
  - d. **TRANSFEREES and RETURNING STUDENTS** must get Admission Slip and Registration Code from the OAd.
  - e. **FOREIGN STUDENTS** must: (a) obtain clearance slip from OSA-ISSC; (b) present this clearance slip to the Office of Admissions (OAd), c/o Ms. Filipina C. Gatchalian.
- 1.3 Process **PRELIMINARY REGISTRATION AND TRIAL FORM (PRTF)**.
  - a. Present Admission Slip to get PRTF from your Registration Adviser.
  - b. Fill out PRTF and have it approved by your Registration Adviser.
    - For **GRADUATING STUDENTS**, you **MUST INDICATE** in your PRTF that you are graduating by putting a mark in the space provided for this purpose.
    - For students availing of **INSTALLMENT PLAN**, you must attach your approved application using the prescribed form which can be obtained from your respective College Registrar.
  - c. Present approved PRTF to check on the availability of slot for each subject to be enrolled.
    - For **REGULAR** subject offerings, see your Registration Adviser.
    - For **IRREGULAR/OTHER SUBJECT(S)**, see the staff/faculty assigned by the College/Unit offering the subject.
    - The Registration Adviser (For c1) or the assigned staff/faculty (For c2) must sign in the appropriate space in the PRTF to indicate availability of slot for the subject.
    - If slot for the subject is given to you, be sure to **SIGN YOUR NAME** in its **CONTROL SHEET**.

### PART II. ENCODING AND PRINTING OF ASSESSMENT SLIP

- 2.1 For **NON-SCHOLARS**
  - a. Present your approved PRTF for encoding of subjects to be enrolled at the Encoding Center (EC) in your college, except for CF students (at CAg EC) and CHSI students (at CEn EC).
  - b. Obtain a copy of your Assessment Slip.
- 2.2 For **SCHOLARS**
  - a. Go to OAd for approval/registration of the scholarship grant to be enjoyed (c/o Ms. Alona L. Dela Cruz). A valid document needs to be presented for the claimed scholarship grant, except for Institutional Grants such as study grant for Cultural/Band Members.
  - b. Submit processed PRTF at ISI Computer Lab for encoding of subjects to be enrolled.
  - c. Obtain a copy of your Assessment Slip or OAd Form 6 (If total school fees are for billing).

### PART III. PAYMENT OF FEES AND PRINTING OF OAd FORM 6

- 3.1 Pay your assessed school fees either through:
  - a. Cashier's Office. You will be asked to present your student ID or Assessment Slip. (Please prepare exact amount).
  - b. ANY LANDBANK Branch. You will be asked to present your Assessment Slip and pay a service charge of P40.00. Prepare your deposit slip/oncoll payment slip in three (3) copies. Present a copy to the Landbank; keep a copy for personal file; and, submit one copy to OAd. Deposit/Payment must be made under the **Account Name: CLSU Income Account F-164, with Account Number 2962-2220-08.**
- 3.2 Obtain copy of your **OAd FORM 6**.
  - a. For payment made at Cashier's Office, present official receipt of payment at the Printing Station EITHER at the Administration Building OR at the College Encoding Center.
  - b. For payment made at LandBank, present copy of deposit slip/oncoll payment slip at OAd (c/o Mr. Reginald Thomas).

**IMPORTANT NOTES:**

1. *Classes start on August 10, 2015 (Monday).*
2. *Instructors/Professors shall be provided with the Control Sheet/s for their respective classes.*
3. *Class schedules are available for on-line viewing.*
4. *Payment will be received until 24 August 2015.*