



Republic of the Philippines
CENTRAL LUZON STATE UNIVERSITY
Science City of Muñoz, Nueva Ecija

REGISTRATION PROCEDURE **1st Semester, 2017-2018**

REGULAR ENROLMENT PERIOD: July 31-August 4, 2017

LAST DAY FOR LATE ENROLMENT: August 9, 2017

<u>College</u>	<u>Date</u>	<u>Registration Venue</u>
<i>Students with Scholarship</i>	<i>July 31 & Aug. 1</i>	<i>Respective Colleges ISI Computer Lab. (for assessment)</i>
<i>CAG, CF</i>	<i>Aug. 2, 3</i>	<i>CAG Computer Lab.</i>
<i>CED</i>	<i>Aug. 2, 3</i>	<i>CED Computer Lab.</i>
<i>CAS</i>	<i>Aug. 3, 4</i>	<i>CAS Little Theater</i>
<i>CEN</i>	<i>Aug. 3, 4</i>	<i>CEN Computer Lab.</i>
<i>CVSM</i>	<i>Aug. 3, 4</i>	<i>CVSM Comp. Lab.</i>
<i>CBAA</i>	<i>Aug. 4</i>	<i>CBAA Mini Theater</i>
<i>CHSI</i>	<i>Aug. 4</i>	<i>CHSI Lobby</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 Get **ADMISSION SLIP**. You will be asked to present your student ID.
 - 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 ID Number from the OAd.
 - e. **FOREIGN STUDENTS** must: (a) obtain clearance slip from OSA and approval of new foreign students from IAO; (b) present the clearance slip and approved form to the Office of Admissions (OAd), c/o **Ms. Filipina C. Gatchalian**.
- 1.3 Process **PRELIMINARY REGISTRATION AND TRIAL FORM (PRTF)** (ACA.OAD.YYY.F.08)
 - a. Present Admission Slip to get PRTF from your Registration Adviser.
 - b. Fill out PRTF and have it approved by your Registration Adviser. (**NOTE: Please fill-up all information asked for in your PRTF as they are required under the FREE TUITION 2017 policy**)
 - b1. For **GRADUATING STUDENTS**, you MUST INDICATE in your PRTF that you are graduating by putting a mark in the space provided for this purpose.
 - c. Present approved PRTF to check on the availability of slot for each subject to be enrolled.

- c1. For **REGULAR** subject offerings, see your Registration Adviser
- c2. For **IRREGULAR/OTHER SUBJECT(S)**, see the staff/faculty assigned by the College/Unit offering the subject.
- c3. 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
- c4. If slot for the subject is given to you, be sure to **SIGN YOUR NAME** in the corresponding **CONTROL SHEET**.

PART II. ENCODING AND PRINTING OF ASSESSMENT SLIP (ACA.OAD.YYY.F.005)

2.1 For **SCHOLARS**

- a. Go to OAd for approval/registration of the scholarship grant to be enjoyed (c/o **Ms. Mercy A. Pagalan**). A valid document needs to be presented for the scholarship grant, except for Institutional grant (e.g. Cultural/Band Members, Athletes, etc.).
- 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).

2.2 For **NON-SCHOLARS**

- a. Present your approved PRTF for encoding of subjects to be enrolled at the assigned Encoding Center (EC) of your college.
- b. Obtain a copy of your Assessment Slip.

PART III. PAYMENT OF FEES AND PRINTING OF OAd FORM 6 (ACA.OAD.YYY.F.006)

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. **LANDBANK Branch**. You will be asked to present your Assessment Slip and pay a service charge of ₱40.00. 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 C. Thomas** at Door 1).

IMPORTANT NOTES:

1. *Classes start on 07 August 2017 (Monday).*
2. *Instructors/Professors will be provided with copy of registered students in a class. (To be admitted to class, there is no need to submit copy of Registration Form)*
3. *Payment will be received until 18 August 2017 (Friday).*