

## STEP-BY-STEP ENROLLMENT PROCESS FOR IRREGULAR STUDENTS (ONSITE ENROLLMENT) First Semester, A.Y. 2025–2026

Students classified as IRREGULAR (please refer above for classification details) must follow the onsite enrollment procedure below:

### **STEP 1: Accomplish the Enrollment Advising Form**

- Download and fill out the [Enrollment Advising Form](#) completely
- Check the Subjects Offered posted \*subjects will be published on or before July 14.
- Download your [Flowchart and/or Curriculum](#) from the website. (Log in required)
- Update your Flowchart/Curriculum by highlighting the subjects you have already taken and passed

### **STEP 2: Registration**

- Submit your Enrollment Advising Form and Updated Flowchart/Curriculum at *Window 6* for registration

### **STEP 3: Subject Advising and Encoding**

- Proceed to your Program Coordinator for subject advising and encoding

### **STEP 4: Scholarship Encoding (if applicable)**

- For students under scholarship, proceed to *Window 11* for scholarship encoding

### **STEP 5: Assessment**

- Proceed to *Window 7* for assessment of tuition and fees

### **STEP 6: Payment of Tuition Fees**

- Proceed to *Window 5* for payment
- [Online payment options are also available](#)

### **STEP 7: Upload Proof of Payment (ONLY FOR ONLINE PAYMENTS)**

- [Go to Student Portal](#)
- Click Payment Confirmation
- Ensure to have your student number ready

### **STEP 8: Claim Your Registration Form**

- Your official Registration Form will be released through the Registrar's Office during the Student Orientation on July 22.

- You are required to present your Official Registration Form on the first day of classes.