

STEP-BY-STEP ENROLLMENT PROCESS

FOR REGULAR STUDENTS (ONLINE ENROLLMENT)

First Semester, A.Y. 2025–2026

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

STEP 1: Fill Out the Online Enrollment Form

- Access and complete the Google Form accurately and completely.
- [Enrollment Google Form – Click Here](#)

STEP 2: Wait for Your Enrollment Assessment

- An Enrollment Assessment will be sent to your official CKSC Gmail account.
- This document includes your subject load, tuition, and other fees for the semester.
- Make sure to check your inbox regularly and review the details carefully.

STEP 3: Pay the Tuition Fees

- Settle your tuition payment through any of the available payment channels.
- [View Payment Instructions and Channels](#)

STEP 4: Upload Proof of Payment

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

STEP 5: 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.