**1. ENROLLMENT**

Process the enrollment for students

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | | Dean’s Office | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | Government to Citizen | | |
| **Who may Avail:** | | Students | | |
| **Checklist of Requirements** | | **Where to Secure** | | |
| * First Year   Student Profile Form  Form 138  CSU-CAT Result  Birth Certificate  Good Moral Certificate  2x2 Picture | | Student | | |
| * Old Students   Certificate of Grades from previous semester | |
| **Client Steps** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person/s Responsible** |
| 1. Submit himself for evaluation | 1. The student’s documents shall be evaluated and shall be interviewed  2. If qualified, students shall be given Enlistment Forms and advised to proceed to Registrar Office  3. If not qualified, shall be advised to enroll to other courses. | None | 10 minutes | **Dean/Faculty** |
| 2. Proceed to Registrar’s Office | Present the enlistment form to registrar staff | None | 1 minute | **Registrar** |
| 3. Proceed to Dean’s Office to give a copy of enrollment form | Receive the enrollment form | None | 1 minutes | **Dean/Faculty** |
|  | **Total:** | **None** | **12 Minutes** |  |

**2. CONSULTATION**

Students shall seek advice/consultation to his/her adviser or dean.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | | GSO | | |
| **Classification:** | | Simple | | |
| **Type of Transaction:** | | Government to Citizen | | |
| **Who may Avail:** | | Students | | |
| **Checklist of Requirements** | | **Where to Secure** | | |
| None | |  | | |
| **Client Steps** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person/s Responsible** |
| 1. Present himself to Faculty Office | 1. Inquire/interview the student’s concern  2. Provide information/ solution regarding his/her concern | None | 30 mins | **Dean/Faculty** |
|  | **Total:** | **None** | **2 Minutes** |  |