

5. ENROLLMENT FOR RETURNING STUDENTS

This service is given for approved returning students and submitted complete readmission requirements.

Office or Division:	Registrar and Admission Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Returning students who submitted complete readmission requirements			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Cleared from Admission Office			Admission Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Admissions Office for the activation of the old student number	1. Activate Student Number	None	2 minutes	Admission Staff
2. Present enrollment slip at the enlistment area	2.1 Evaluate and enlist subjects to be enrolled	None	10 minutes	College Enlistment Officer
	2.2 Officially enroll student	None	5 minutes	Registrar Officer
3. Receive printed registration form	3. Print registration form	None	3 minutes	Registrar Staff
4. Fill out the registration form for stamping	4. Officially Enrolled on the Registration Form	None	1 minute	Registrar Staff
	TOTAL		21 minutes	