

ENROLLMENT PROCESS

For New Students

Step 1. Admission to BSBA-HRM

- ✓ Present the following documents to Convention Center \ (In front of Admin Building).
 - School Credentials (SHS Report Card, Good Moral Character, PSA Birth Certificate)
 - SASE Rating
 - Vaccination Card
 - ID Picture

Step 2. Initial Screening

- ✓ Go to CBAA Annex Room 10 and present all the admission requirements to secure a slot.

Step 3. Interview

- ✓ The JEC Officers will guide you to the assigned faculty members for interview at the Department of Management Office.

Step 4. Admission to BSBA-HRM

- ✓ Secure an Admission Form from the Academic Program Adviser.
- ✓ Fill-out the Student Information Sheet.
- ✓ Proceed to Room 10 to pay the Student Organization Fee.

Step 5. Admission Approval

- ✓ Go to the Convention Center for approval and secure a University ID Number and have a phot taken from a designated admission officer.

Step 6. CPRF and EBF

- ✓ Return to your Academic Program Adviser at the CBAA Department of Management Office to secure the College Pre-registration Form and Enrollment Billing Form.

Step 7. Payment of School Fees

- ✓ Go to Science Lecture Hall (SLH) at CNSM for payment and other school fees.

Step 8. Medical Certificate

- ✓ Go to MSU Infirmary for medical examination and secure a Medical Certificate.

Step 9. Certificate of Registration

- ✓ Go to Science Lecture Hall (SLH) at CNSM for final validation and enrollment, and to secure a Certificate of Registration. You are then considered to be officially enrolled.

For Old Students

Step 1. Signing of Clearance

- ✓ Go to CBAA Dean's Office and claim your Student Clearance.

Step 2. College Fee

- ✓ Proceed to the BAASC Office to pay the college and BAASC fee.

Step 3. Distribution of Attendance Card

- ✓ Go to CBAA Executive Room and claim your ATTENDANCE CARD.

Step 4. Enrollment Fee

- ✓ Look for the JEC Treasurer and JEC Auditor to pay the Student Organization Fee.

Step 5. Printing of Enrollment Billing Form (EBF)

Step 6. Distribution of Enrollment Billing Form (EBF)

- ✓ Go to the Management Department Office and receive your EBF from your BATCH REPRESENTATIVE.

Step 7. Printing of Certificate of Registration (COR)

- ✓ Go to MSU Registrar Office for printing of your COR.

*The following step in enrollment process is subject for changes depending on the planned procedure from the respective authorities every semester.