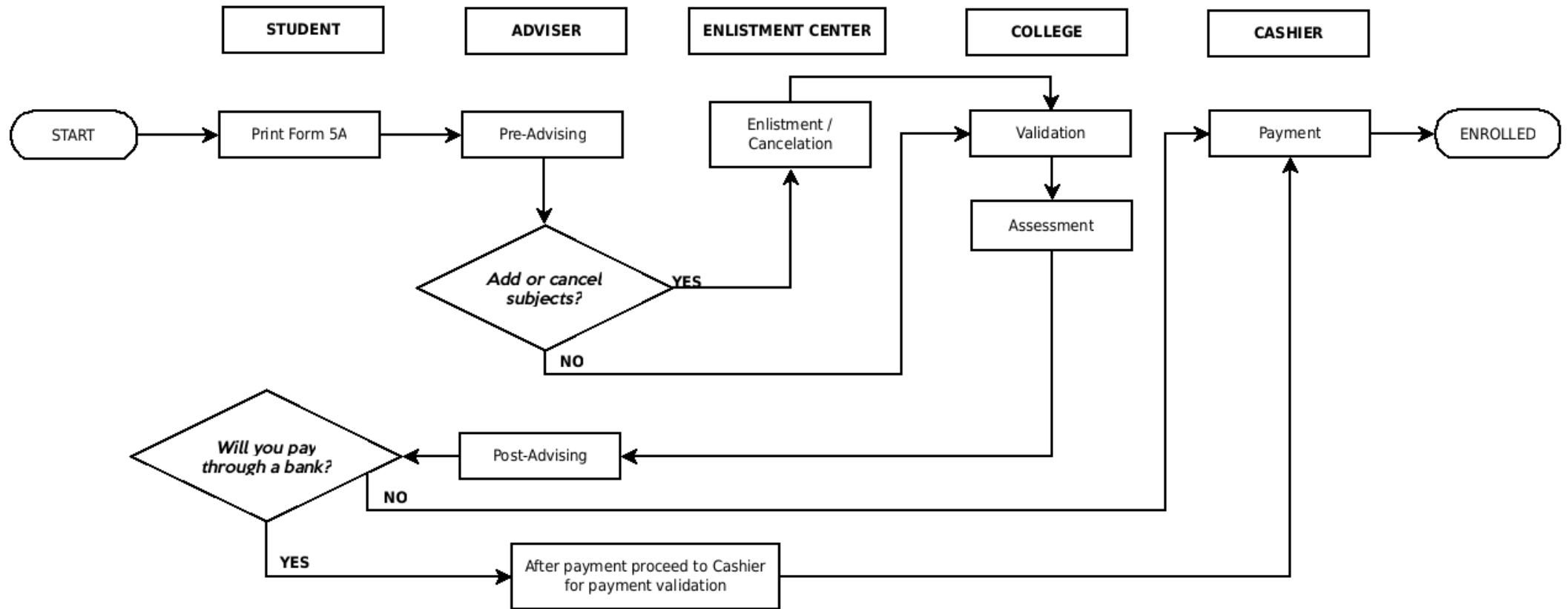


REGISTRATION FLOWCHART

Starting Summer 2014



- 1. Print Form 5A.** Students either print their own Form 5A's or obtain it from the Administrative Office.
- 2. Pre-advising.** Students go to their respective advisers for advising on classes to be enlisted/cancelled.
- 3. Enlistment/Cancellation.** Ineligible students cannot enlist subjects.
- 4. Validation.** Ineligible students must have their ineligibilities cleared/waived first by the concerned unit before validation.
- 5. Assessment.** Ineligible students and those with outstanding accountabilities must have their delinquencies cleared or waived first before they can be assessed and have their Form 5's printed.
- 6. Post-advising.** Students must return to their respective advisers to have their Form 5's signed.
- 7. Payment.** Payment can be in the form of Cash or Manager's/Cashier's check. Students paying through Landbank or DBP **must** have their deposit slips validated by the cashier in order to be tagged as paid.