



## ENROLLMENT PROCEDURE

2<sup>nd</sup> Semester, A.Y. 2010-2011

### FOR OLD STUDENTS

STEPS	PROCEDURE
<b>1</b> <b><i>Enlisting, Advising &amp; Approval of Enlisted Subjects</i></b>	1. Obtain two (2) copies of Enlistment Form at the Admission's Counter. 2. Present class cards of the most recent semester to the Dean/College Coordinator for subject advising. 3. Enlist subjects & schedule of classes posted on the Bulletin boards located at the Lobby. 4. Present accomplished Enlistment Form to the Dean/College Coordinator for approval.
<b>2</b> <b><i>Assessment &amp; Payment of Fees</i></b>	1. Present approved enlistment form to the Cashier for assessment of fees. 2. Pay fees and obtain Official Receipt (OR) of payment and blank Registration Form.
<b>3</b> <b><i>Registration/Claiming of Registration Form</i></b>	1. Submit accomplished RF to the Registrar's window (Attached approved Enlistment Form).
<b>4</b> <b><i>ID Validation</i></b>	1. Present Student ID & Official RF at Information Technology Window.  *** Downloaded from <a href="http://www.tracecollege.edu.ph">www.tracecollege.edu.ph</a> ***