



## College Freshman Enrollment Routing Form

Name \_\_\_\_\_ UA Student number \_\_\_\_\_

*Last Name*

*First Name*

*Middle Name*

Semester/Academic Year \_\_\_\_\_

Curricular Program \_\_\_\_\_ Mobile number \_\_\_\_\_

Accomplish all steps of the enrollment procedure during the prescribed schedule. **DRESS CODE** – comfortable but decent clothes (jeans/slacks, shirt/blouse, rubber/closed shoes.)

Enrollment Steps and Venues	Requirements to be presented/submitted	Documents issued	REMARKS to be signed by UA personnel
<b>1. Submission of Enrollment Requirements</b> <b>Office of the University Registrar (OUR)</b> - Ryan 201, 2 <sup>nd</sup> floor Ryan bldg.  Note: If the enrolment requirements are incomplete, submit the accomplished Affidavit of Enrolment Undertaking.	Present the <b>Letter of Acceptance</b> . For applicants who have not been issued their Letter of Acceptance, you may proceed to the Guidance and Admissions Office at Ryan 102, 1st floor Ryan bldg. Submit the following at the OUR: 1. <b>Original SHS Grade 12 Form 138</b> - with 1 <sup>st</sup> and 2 <sup>nd</sup> semester grades 2. <b>Original Certificate of Good Moral Character</b> 3. <b>Two (2) pieces 2x2" photos</b> (white background with name tag - Last Name, First Name, Middle Initial 4. <b>Clear Photocopy of PSA Birth Certificate</b> 5. <b>Printed Accomplished Student Information Sheet</b>	1. Enrollment Routing Form with the remarks/signature of Step 1 personnel 2. College Enrollment Evaluation Form	_____ Signature/Date
<b>2. Enlistment in Courses</b> <b>AVPAA/Dean's Office</b> - 2nd floor Puno bldg. <b>SAS</b> - P208 - BSPsych, BHS, BA Com, BSCrim <b>CONP</b> - P 209 - BSN, BSPH <b>SOB</b> - P210 - BSBA, BSHM, BSTM <b>COA</b> - P211 - BSA, BSAIS <b>SEd</b> - P209 - BEEEd, BSE VERE <b>CEA</b> - P204 - BSArch, BSCE, BSCpE, BSIE <b>CIT</b> - P203- BSIT	Enrollment Routing Form with remarks/signature of Step 1 personnel  ENLISTMENT in COURSES/CLASSES - to be skipped temporarily until further notice	1. Class Schedule/Assessment Form - if enlisted at AVPAA/Dean's Offices 2. Enrollment Routing Form with the remarks/signature of Step 1 personnel	_____ Signature/Date
<b>3. Payment of Fees</b> <b>Finance Office</b> - Ry205, 2 <sup>nd</sup> floor Ryan bldg.	1. Class Schedule/Assessment Form - if enlisted in UA 2. Enrollment Routing Form with remarks/signature of Step 2 personnel	1. Official Receipt 2. Enrollment Routing Form with the remarks/signature of Step 2 personnel	_____ Signature/Date
<b>4. ID Card Processing</b> <b>Photo Lab</b> - Ry203, 2 <sup>nd</sup> floor Ryan bldg.	1. Class Schedule/Assessment Form - if enlisted in UA 2. Official Receipt 3. Enrollment Routing Form with remarks/signature of Step 3 personnel	1. Official Receipt stamped <b>ID issued</b> 2. UA ID card 3. Enrollment Routing Form with the remarks/signature of Step 3 personnel	_____ Signature/Date
<b>5. UA Email Issuance/Re-activation</b> <b>Office of Management Information Services and Systems (OMISS)</b> - 3rd floor room between Ryan bldg. and Puno bldg.	1. Class Schedule/Assessment Form - if enlisted in UA 2. Official Receipt with the stamp ID issued 3. Enrollment Routing Form with remarks/signature of Step 4 personnel	1. Copy of the new UA Gmail or re-activated email for old students 2. Enrollment Routing Form with the remarks/signature of Step 4 personnel	_____ Signature/Date
<b>6. College Orientation</b> <b>Recognized Student Organizations' Office (RSO)</b> or the <b>Office of Student Affairs (OSA)</b> 2nd floor Aniceto bldg.	1. Class Schedule/Assessment Form - if enlisted in UA 2. Official Receipt stamped ID issued 3. Enrollment Routing Form with remarks/signature of Step 5 personnel	1. UA uniform pattern 2. Enrollment Routing Form with the remarks/signature of Step 5 personnel	_____ Signature/Date

Keep the **Class Schedule/Assessment Form** (if issued at the AVPAA/Dean's Offices, **Official Receipt** stamped ID issued and **Enrollment Routing Form** for enrollment verification purposes.