

STEP 1

PRINT FORM 5A (print your own FORM 5A)

All newly admitted students (pick up your **RECORDS**
at **SRO**)

STEP 2

ADVISING – speak with your adviser (have your **Form 5A signed**)

- READ the ADVISERS-ADVISEES post
- for newly admitted students please proceed to the Conference room for advising

STEP 3

ENLIST/CANCEL subjects

- For CSWCD subjects, proceed to the assigned enlistment room (read signage)
- For other subjects, proceed to the colleges/department of your desired subjects

STEP 4

STUDENT FUND

- All CSWCD students proceed to the Student Council booth

STEP 5

VALIDATE subjects

- For CSWCD students, please proceed to the assigned enlistment & validation room (read signage)

STEP 6

ASSESSMENT & Printing of FORM5

- FOREIGN students and those with other privileges, **PROCEED TO OUR**
(for your assessment and Printing of Form 5)
- (Local students) Proceed to the CSWCD Admin office (ground floor) and look for Ms. Rose & Ms. Monet

STEP 7

POST ADVISING

- (Local students) Look for your Adviser and have them sign your **Form5**

STEP 8

PAY TUITION FEE

- Payment center will be at the **UP Theater**,
7:00am- 4:00pm only
- Cash and locally issued debit cards (atm) for tuition payment are accepted (there will be no credit card payment yet)
- Bank Validation for those who paid in LBP and DBP are also entertained

NOTE:

- *Payment may be cut-off earlier than the scheduled closing time depending on the volume of payers and the number of collectors available.*
- *In addition, Cash Office accepts bank validation from 4:00pm-5:00pm.*
- *Please note further that "FOOD AND DRINKS ARE NOT ALLOWED" inside the Payment Center*