

## **POLICIES ON ENROLLMENT**

1. Student applicants must obtain a total of 21 points and above to passed the 72-item entrance examination. Student applicants who wish to enroll in Board Programs. (i.e., Accountancy, Education and Psychology) must have at least 5 out of 7 AVERAGE performances in the seven domains measured by the entrance test.
2. For lifelong learners, students will be confined to Programs under College of Arts and Sciences (BS Psychology and ABELS) and BSBA Marketing Management only. They will be having additional subjects and/or programs through informal education as part of the bridging courses to ensure that students are at par with SHS graduates.
3. For transferees, students must undergo entrance examination and satisfactorily passed the admission requirements of their preferred programs. In case the preferred program has their own Qualifying Examination, the transferring student s should take the QE and passed; otherwise, they will be referred to other programs fitted to their skills and aptitude.
4. After passing the Entrance Examination, student applicants will be referred to Guidance and Admission Office for the evaluation of their credentials. In case, the preferred programs has grade cutoffs and students failed to comply, they will be assisted to choose another programs suited for them.
5. The student applications will be proceeding to their respective program coordinators for interview. This will determine if the students will be accepted in their preferred program. The Program Coordinators decision will be considered final before they can proceed to the enrollment procedure.
6. As for the requirements, the following must be submitted to the Admission Office/Guidance Office by the Student Applicants upon enrolment:

### **For Freshmen:**

- i. First Semester GWA and Second Semester Card (Original) and 3 pieces Photocopy
- ii. Certificate of Good Moral Character (Original) and 3 pieces Photocopy
- iii. NSO/PSA Birth Certificate (Original) and 3 pieces Photocopy
- iv. 3 copies 2x2 Recent Photo (white background with printed full name)
- v. Drug Test Result (Original) and 3 pieces Photocopy
- vi. Chest X-ray Result (Original) and 3 pieces Photocopy

### **For Transferee/s:**

1. Transfer Credentials: Honorable Dismissal, TOR and/or Certified True Copy of Grades (Original) and 3 pieces Photocopy
2. Certificate of Good Moral Character (Original) and 3 pieces Photocopy
3. NSO/PSA Birth Certificate (Original) and 3 pieces Photocopy
4. 3 copies 2x2 Recent Photo (white background with printed full name)
5. Drug Test Result (Original) and 3 pieces Photocopy
6. Chest X-ray Result (Original) and 3 pieces Photocopy

### **For Old Students:**

1. Report of Grades ( 2<sup>nd</sup> semester, AY 2018-2019)
2. 2 pcs 2x2 Recent Photo (white background with printed full name)
3. Drug Test Result (Original) and 3 pieces Photocopy
4. Chest X-ray Result (Original) and 3 pieces Photocopy