



Dates to **REMEMBER**

Undergraduate and Advanced Education Programs First Semester Schedule for AY 2025-2026

Start of Enrollment
Schedule (*Undergraduate*)



Start of Admission Test
Schedule for AEP



Start of Enrollment Schedule
(*Advanced Education Programs*)



Adding, Changing, and Dropping of Subjects



Start of Classes
(*Undergraduate*)



Start of Classes
(*Advanced Education Programs*)





Requirements

Incoming First Year

Registrar's Office

1. **(SHS Graduates)** Original Report Card | **(Transferees)** Transfer Credential with the photocopy of the Transcript of Records | **(ALS Completers)** Certificate of Rating
2. Certificate of Good Moral Character
3. Two (2) photocopies of PSA/NSO Birth Certificate | **(For married female applicant)** Two (2) photocopies of PSA/NSO Marriage Certificate
4. Two (2) pieces 2x2 ID (With name written at the back)
5. One (1) Long Brown Envelope
6. One (1) Long Cream/White Folder
7. Loading Slip from Program Chair for Irregular Students
8. Filled out Student Information Sheet (SIS)
9. Php130 for Insurance Fee

Note: Please ensure that you have your own photocopies of the first three (3) documents for future use (like for application for scholarships).

Guidance Office

1. One (1) 2x2 ID picture
2. Filled out Student Individual Inventory (SII)

Medical Clinic

1. Recent Chest X-Ray taken within the last six (6) months
2. Recent Medical Certificate signed by a Licensed Physician
3. One (1) recent 1x1 ID Picture
4. One (1) Loong Brown Envelope labelled with your name (Last Name, First Name, Middle Name and Academic Program

Note: Students diagnosed with respiratory conditions, particularly Pulmonary Tuberculosis (PTB), are required to submit a pulmonary clearance as a prerequisite for enrollment.



Requirements

Continuing students

Registrar's Office

1. Accomplished Clearance Form
2. Loading Slips for Irregular Students
3. Student ID or Student Enrollment Form of the last School Term Attended
4. Php 130 for Insurance Fee

Medical Clinic

1. Recent Chest X-Ray taken within the last six (6) months
2. Recent Medical Certificate signed by a Licensed Physician

Note: Students diagnosed with respiratory conditions, particularly Pulmonary Tuberculosis (PTB), are required to submit a pulmonary clearance as a prerequisite for enrollment.

Advanced Education Programs

Registrar's Office

1. Admission Slip (From the Dean's Office)
2. Transfer Credential with the photocopy of the Official Transcript of Records (OTR) for evaluation purpose |
Photocopy of OTR if former school is CHMSU-TALISAY
3. Two (2) photocopies of PSA/NSO Birth Certificate
4. Two (2) photocopies of PSA/NSO marriage certificate for married female applicant
5. Two (2) recent 2X2 ID pictures with white background and with name written at the back of the photo
6. Long Brown Envelope labeled with Family Name, Given Name, Middle Name and the Program applied for



Schedule of Admission Test for the Advanced Education Programs

Reminders to Admission Test takers

Come 1 hour before the test for processing of payments and checking of documents.

Requirements of Guidance Office for Admission Testing

- 3pcs 2x2 picture with white background
- Ballpen and Pencil
- Receipt of Payment for Admission Testing

Schedule of Admission Testing

DATE	DAY	TIME
July 17	Tuesday	2:00-5:00 PM
July 19	Thursday	2:00-5:00 PM
July 21	Saturday (A.M. Schedule)	9:00-12:00 AM
July 21	Saturday (P.M. Schedule)	2:00-5:00 PM
July 26-27	Thursday & Friday (Releasing of Results)	Whole day