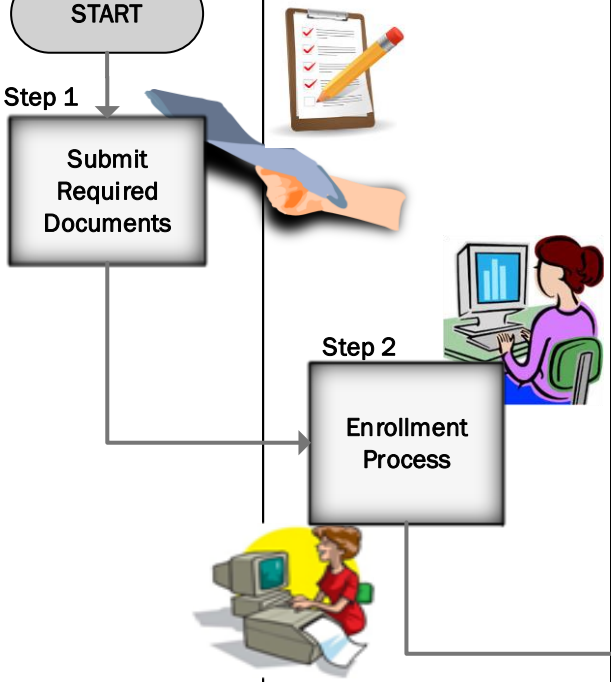
Enrollment Flowchart for Senior High School

Office of the University Registrar (OUR) (Venue: UAC)	Senior High School Department c/o OUR (Venue: UAC)	Information & Communication Technology Office (ICTO) (Venue: GV-103)	University Health Services (UHS) (Venue: GCA-104)	
START Step 1 Submit Required Documents	Step 2 Enrollment Process	Step 3 SHS Student ID Processing	Step 4 Physical Examination END	



Step 1:
OUR will receive and check the requirements of the freshman. Student will receive and fill-up the SHS-SPAR Form.

Step 2:
SHS Dept. (c/o OUR) will receive the SHS-SPAR Form and release the Student Enrollment Record (SER) to the student.

Step 3:
Student will present the SER. ICTO will take a picture for the SHS Student ID.

Step 4:
UHS will conduct a Physical Examination of the student.
(Come at your schedule)