

ASP ENROLLMENT / REGISTRATION PROCESS

Pre-Enrollment

- Log-in CRS
- Update Student Profile and print **Form 5A** in your CRS
- Go to ASP Library for clearance
- Student gets the **Checklist Form** from Ms. Digna Jacar / Ms. Ara Padilla at the Admin. Office
- Choose subject/s to enroll for the term, upon consultation with your Academic Supervisor (Diploma/MA/MS) / Dissertation Adviser (PhD)
- Go Back to Admin. Office for enlistment and assessment of approved subject/s.
- Print your **Form 5** (for foreign students and UP employee dependent: assessment and printing of **Form 5** will be at the OUR)

Enrollment

- Student brings **Form 5** to the Program Secretary for signature
- Student pays at the Payment Center or Cash Office

CONGRATULATIONS! You are currently enrolled for the term!