



## OFFICE OF THE UNIVERSITY REGISTRAR

# GRADUATE SCHOOL ENROLLMENT PERIOD

**FIRST SEMESTER SCHOOL YEAR 2020-2021**

**SEPTEMBER 5 TO 19, 2020**

**START OF CLASSES IS ON SEPTEMBER 21, 2020**

## ENROLLMENT PROCESS

<b>Step 1</b>	Student requests for enrollment thru Email or Google Form.
<b>Step 2</b>	Registrar prints request and endorses it to the Dean.
<b>Step 3</b>	Adviser checks/validates subjects.
<b>Step 4</b>	Assigned College Personnel shall encode the approved subjects and schedule then send (the same) to print.
<b>Step 5</b>	Registrar schedules payment at the Cashiers and emails student
<b>Step 6</b>	Student pay the Cashier and submits Official Receipt of payment to the Registrar
<b>Step 7</b>	Registrar prints the Enrollment Load Slip to the student

### NOTE:

- All Graduates School Students will only indicate the subjects they will take this semester. The final subject and schedule will be determined by the Adviser/Department Head
- Schedule for payment at the NORSU Cashier will be indicated in the email
- Maximum number of persons allowed inside the campus will be observed to comply with IATF guidelines

**Enrollment Google Form (NORSU WEBSITE: [www.norsu.edu.ph](http://www.norsu.edu.ph))**

**CAMPUS REGISTRAR EMAIL ADDRESS: [norsumainregistrar@norsu.edu.ph](mailto:norsumainregistrar@norsu.edu.ph)**

Graduate School student enrollment requests will only be accommodated starting September 5, 2020. Any requests made before the said date will be discarded.