

EMAIL ENROLLMENT PROCESS



1

Email the **CAMPUS EMAIL ADDRESS**
WITH **SUBJECT: NEW ENROLLMENT** AND **MESSAGE**
the following items:

- 1 CAMPUS
 - 2 LASTNAME
 - 3 FIRSTNAME
 - 4 MIDDLENAME
 - 5 BIRTHDATE
 - 6 MAILING ADDRESS
 - 7 CELL PHONE NUMBER
 - 8 EMAIL ADDRESS
 - 9 FACEBOOK ACCOUNT
 - 10 PREFERRED MODE OF EDUCATION (**CHOOSE ONLY ONE**)
 - Online
 - Modular
 - 11 INTERNET CONNECTIVITY (**CHOOSE ONLY ONE**)
 - Full (DSL or Fiber)
 - Partial (2G or 3G)
 - Data only
 - No Connectivity
 - 12 GADGET CAPABILITY (**CHOOSE ONLY ONE**)
 - With Desktop Computer
 - With Laptop
 - Android Cell Phone only
 - Text or call Cell phone only
 - No gadget
 - 13 GADGET OWNERSHIP (**CHOOSE ONLY ONE**)
 - Owned
 - Borrowed
 - Shared
 - 14 FOR ONLINE LEARNING MODE OF EDUCATION (**CHOOSE ANY**)
 - E-mail
 - Google Classroom
 - Zoom
 - Skype
 - Facebook
 - Facebook Messenger
 - Edmodo
 - Others (Please specify)
 15. PREVIOUS SCHOOL
 16. SHS LRN NUMBER (FOR SHS GRADUATES ONLY)
 17. **APROVAL NUMBER**
- NOTE: if not indicated, email will be discarded**

2

CLICK **SEND**



NEW STUDENTS

1

Email the **CAMPUS EMAIL ADDRESS** WITH **SUBJECT:ENROLLMENT**
AND **MESSAGE** the following items:

- 1 CAMPUS
- 2 LASTNAME
- 3 FIRSTNAME
- 4 MIDDLENAME
- 5 BIRTHDATE
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 - Google Classroom
 - Zoom
 - Skype
 - Facebook
 - Facebook Messenger
 - Edmodo
 - Others (Please specify)
- 15 COURSE
- 16 YEAR LEVEL
- 17 ENROLLMENT STATUS
 - Continuing
 - Shiftee/Returnee **(INDICATE APPROVAL NUMBER)**

NOTE: if not indicated, email will be discarded

- 15 SUBJECTS TO TAKE



CONTINUING STUDENTS

2

CLICK **SEND**



CAMPUS EMAIL ADDRESSES

MAIN	= norsumainregistrar@norsu.edu.ph
BAYAWAN	= norsubscregistrar@norsu.edu.ph
SIATON	= norsusiatonregistrar@norsu.edu.ph
BAIS	= norsubaisregistrar@norsu.edu.ph
MABINAY	= norsumabinayregistrar@norsu.edu.ph
GUIHULNGAN	= norsuguihulnganregistrar@norsu.edu.ph

REMINDERS:

1. Only emailed enrollment requests starting **August 10, 2020** will be accommodated.
2. Please follow your year level. Emails non-complying with the year level schedule will automatically be discarded.
3. **INDICATE EMAIL SUBJECT**. Emails with Subjects not indicated will be discarded.
NEW ENROLLMENT for New Students/Transferees
ENROLLMENT for Continuing Students/Shiftees/Returnees
4. ALL SUBJECTS WILL BE SUBJECT TO EVALUATION AND VALIDATION OF THE DEPARTMENT CHAIR THEN ENCODED AND SENT TO PRINT

