

# REGISTRATION PROCEDURE

Upon receipt of the Admission Letter, all freshmen are to arrange and pay their tuition fees as indicated in the letter and on time.

- I. Go to the **Cash Office** (Faculty North Wing – Basement) with the Banker's Draft or evidence of bank payment
- II. Move to the Academic Affairs Office to continue the registration.
  - a. **ADMISSIONS – Room 9**
  - b. **PROGRAMMING UNIT – Room 4**
- III. Go to your **FACULTY** for your Course Registration
- IV. Go to the **Library** for Library Registration
- V. Finally, go to the **AlphaRoyal Hostel** for your Medical Examination