

ID # _____

FELLOWSHIP BAPTIST COLLEGE
High School Department
ENROLMENT PROCEDURES

Name: _____

Grade/Strand: _____ Date: _____

Step	Particular	Venue
1	Profiling (Fill up Student Profile)	_____ HS Office
2	Evaluation of Documents	_____ HS Office
3	Payment for Enrolment Fee	_____ Cashier
4	Assessment	_____ Assessment Office
5	Encoding and Printing of Assessment/ RF	_____ HS Office
6	Library	_____ Main Library
7	ID Registration / Validation	_____ ID Section / OSAS
8	Validation of Enrolment	_____ Registrar

Note: You are not officially enrolled unless you have completed all the steps.

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