



## ENROLLMENT REQUIREMENTS AND PROCEDURES

The College Guidance and Counseling Center's virtual office is open for Career Counseling. You may send a message to the Facebook page at

Kindly prepare photos (in .jpeg or .png format) of the following documents on your phone, laptop or desktop computer.

### REQUIREMENTS FOR INCOMING FIRST YEAR COLLEGE STUDENTS:

1. Onsite Entrance Examination via Office of Guidance and Counseling.

Fee: Php 150

Examination Schedules

Morning: 8:00 am - 11:00 am; 9:00 am - 12:00 noon

Afternoon: 1:00 pm- 4:00 pm; 2:00 pm - 5:00 pm

2. High School Report Card (Form 138)

*In the absence of High School Report Card, Senior High School ID card or recent Report Card may be submitted*

3. Certificate of Good Moral Character

4. PSA Authenticated Birth Certificate (1 original and 1 photocopy)

5. ID Picture (1.5" x 1.5"; wearing formal attire with white background)

6. Printed and signed Enrollment Waiver (downloadable through this link, [click here](#))

7. Proof of payment for the Registration Fee (payment options and instructions available through this link, [click here](#))

### REQUIREMENTS FOR COLLEGE TRANSFEREES AND SECOND COURSERS:

1. Onsite Entrance Examination via Office of Guidance and Counseling (*for transferees only*).

Fee: Php 150 for College; Php 250 for Graduate School

Examination Schedules

Morning: 8:00 am - 11:00 am; 9:00 am - 12:00 noon

Afternoon: 1:00 pm- 4:00 pm; 2:00 pm - 5:00 pm

2. Transcript of Records from the last school attended

3. Certificate of Good Moral Character

4. Certificate of Transfer Credential / Honorable Dismissal

5. PSA Authenticated Birth Certificate (1 original and 1 photocopy)

6. ID Picture (1.5" x 1.5"; wearing formal attire with white background)

7. Printed and signed Enrollment Waiver (downloadable through this link, [click here](#))

8. Proof of payment for the Registration Fee (payment options and instructions available through this link, [click here](#))

)

## **ADDITIONAL REQUIREMENT FOR BS IN CRIMINOLOGY STUDENTS ONLY**

Negative Drug Test Result

Instruction for the Drug Testing will be communicated by the School Nurse.

## **ADDITIONAL REQUIREMENTS FOR BS IN MARITIME TRANSPORTATION STUDENTS ONLY**

- Medical Examination:
  - o Audiometry Test o Ishihara Test
  - o Hepatitis B Screening (HBsAg)
  - o Complete Blood Count (CBC)
  - o Chest X-ray
  - o Urinalysis
  - o Fecalalysis
- Psychological Test

Instructions for the medical exams and psychological test will be communicated by the School Nurse.

## **REQUIREMENTS FOR GRADUATE SCHOOL NEW STUDENTS:**

1. Onsite Entrance Examination via Office of Guidance and Counseling.

Fee: Php 250

Examination Schedules

Morning: 8:00 am - 11:00 am; 9:00 am - 12:00 noon

Afternoon: 1:00 pm- 4:00 pm; 2:00 pm - 5:00 pm

2. Transcript of Records from the last school attended

*For Non-Education Graduates who intend to enroll in Education courses, at least 18 units in Education is required.*

3. Certificate of Transfer Credential / Certificate of Honorable Dismissal (CHD)

*If this Certificate is unavailable at the moment, a Proof of Request for CHD (i.e., claim stub) may be uploaded. If you completed your previous degree at HCDC, a letter stating that you are a graduate of HCDC (indicating your course, the year you graduated, and your ID number) may also be uploaded.*

4. PSA Authenticated Birth Certificate (1 original and 1 photocopy)

5. PSA Authenticated Marriage Contract (for female married students only)

6. ID Picture (1.5" x 1.5"; wearing formal attire with white background)

7. Printed and signed Enrollment Waiver (downloadable through this link, click here )

8. Proof of payment for the Registration Fee (payment options and instructions available through this link, click here

## **ENROLLMENT PROCEDURE FOR FRESHMEN**

1. Fill out the Registration Form through this link (click here to enroll ). The digital copies of the required documents must be available on your phone, laptop, or desktop before filling-up the online form.

2. Take note of your REGISTRATION TRACKING NUMBER to know the status of your enrollment.
3. Check your personal e-mail for your official HCDC premium e-mail and portal accounts. **YOU ARE NOW OFFICIALLY ENROLLED.**

#### **ENROLLMENT PROCEDURE FOR RETURNING STUDENTS**

1. Kindly accomplish the Registration Form (open this link: <http://studentportal.hcdc.edu.ph/registration>) to be evaluated by the following offices:
  - a. OSA (if the student has pending case)
  - b. Finance (if the student has pending balance)
  - c. Registrar (initial assessment and subject evaluation in coordination with your respective Program Chairperson)
  - d. Program Chairperson for evaluation, if applicable (evaluation result will be forwarded to the Registrar's Office for the updates of credited subjects)
2. You will be notified by the ICT Personnel through your registered e-mail about the following:
  - a. Your log-in credentials for the Student Portal and premium e-mail account
  - b. Instructions on how to setup your Google Account
3. Log-in to the HCDC Student Portal (<http://studentportal.hcdc.edu.ph>) and follow the instructions provided.

#### **ENROLLMENT PROCEDURE FOR RETURNEE-SHIFTER**

1. Kindly accomplish the Registration Form (open this link: <http://studentportal.hcdc.edu.ph/registration>) to be evaluated by the following offices:
  - a. OSA (if the student has pending case)
  - b. Finance (if the student has pending balance)
  - c. Current Program Chairperson (for evaluation and approval)
  - d. Program Chairperson of desired course (for evaluation and approval)
  - e. Registrar (for shifting of course once approved by both Program Chairpersons and updating of grade evaluation)

NOTE: ID should be surrendered to the office of the Registrar. Following amount should be included to your initial enrollment fee:

Shifting Fee = Php. 25.00

ID Replacement = Php. 60.00

2. You will be notified by the ICT Personnel through your registered e-mail about the following:
  - a. Your log-in credentials for the student portal and premium e-mail account
  - b. Instructions on how to setup your Google Account
3. Log-in to the HCDC Student Portal (<http://studentportal.hcdc.edu.ph>) and follow the instructions provided.

Note: Please allow us to have **three working days** to complete the processing of your online enrollment application. The completion of your online enrollment depends on your submitted requirements.

To all first year students and transferees, please submit your credentials (original copy) to Registrar's Office. For those students who are not staying in Davao City, kindly send the original copies of your student credentials at:

**HOLY CROSS OF DAVAO COLLEGE, STA. ANA AVENUE CORNER C. DE GUZMAN ST., BRGY. 14-B, DAVAO CITY**

Visit this website or follow us on our Facebook page to be updated: