



**COLUMBAN COLLEGE, INC.
ADMISSIONS AND REGISTRATION OFFICE**

Olongapo City, Philippines

COLLEGE ENROLLMENT

SUMMER, 2024

**ENROLLMENT PERIOD
MAY 20-31, 2024**

**START OF CLASSES
JUNE 3, 2024**



COLUMBAN COLLEGE, INC.
ADMISSIONS AND REGISTRATION OFFICE
Olongapo City, Philippines

COLLEGE ENROLLMENT

FIRST SEMESTER, 2024 - 2025

INTERVIEW FOR NEW FRESHMEN & TRANSFEREES
OFFICE OF THE STUDENT AFFAIRS (OSA) (ROOM H109)

ONGOING

REGISTRATION FOR CLASSIFICATION TEST
GUIDANCE AND TESTING CENTER (GTC) (ROOM H110)

ONGOING

APPROVAL FOR NEW FRESHMEN & TRANSFEREES
ADMISSIONS AND REGISTRATION OFFICE (ARO) (ROOM C203)

MAY 20 - JUNE 28, 2024

ONLINE ENROLLMENT FOR CONTINUING STUDENTS
JULY 01-19, 2024

START OF CLASSES
JULY 22, 2024

COLLEGE ADMISSION PROCEDURES

FOR NEW FRESHMEN AND TRANSFEREES

- 1 Apply online at columban.pinnacle.com.ph/columban/applicants, print and sign the Application form.
- 2 Proceed to the Student Affairs Office (SAO) at Room H109 for Interview.
- 3 Proceed to the Guidance and Testing Center (GTC) at Room H110 for the registration of the Columban College Classification Test (CCCT).
- 4 Submit the following requirements to the Admissions and Registration Office (ARO) at Room C203 for approval after receiving the CCCT result:

FRESHMEN

- Signed College Application form
- Original and photocopy of Grade 12 Report Card (For graduates of 2015 and below: Original and photocopy of F-138 (Report Card)) *
- Original and photocopy of Certificate of Good Moral Character *
- Original Columban College Classification Test (CCCT) result
- Photocopy of PSA Birth Certificate and Baptismal Certificate, if Catholic
- Photocopy of Marriage Certificate, if married
- Recent 2x2 picture on white background

(* Photocopy of Grade 12 School ID and Certificate of Completion signed by the Principal will be considered if the documents are not yet available.

TRANSFEREE

- Signed College Application form
- Original Certificate of Eligibility to Transfer *
- Original and photocopy of Transcript of Records *
- Original and photocopy of Certificate of Good Moral Character *
- Original Columban College Classification Test (CCCT) result
- Photocopy of PSA Birth Certificate and Baptismal Certificate, if Catholic
- Photocopy of Marriage Certificate, if married
- Recent 2x2 picture on white background

(* Claim Stub showing the requested credentials will be considered if the documents are not yet available

- 5 Pay the required fees through the Cashier section or through banks.

PAYMENTS AT THE CASHIER SECTION

Proceed to the Cashier Section (Room C104) and pay the required fees.

PAYMENTS THROUGH BANKS

Send a clear picture of the bank transfer or deposit to financeoffice@columban.edu.ph, along with the following details:

- Name
- Applicant number
- Fees being paid (tuition fee, uniform, books, etc.)
- Contact details (cellphone number and address).

BANCO DE ORO UNIBANK, INC.

Account name:
Columban College, Inc.

Account number:
005830125766

BANK OF THE PHILIPPINE ISLANDS

Account Name:
Columban College, Inc.

Account Number:
8395-8008-42

LAND BANK OF THE PHILIPPINES

Account Name:
Columban College

Account Number:
0382-1035-99

NOTES:

- Students who opt to pay through the designated banks must meet the minimum down payment requirements.
- Students who cannot pay the minimum down payment requirements are advised to visit the Accounting Office (Room C201)

Once the proof of payment has been received and validated by the Accounting Office, you must claim your Official Receipt at the Accounting Office (Room C201).

- 6 Return to the Admissions and Registration Office (ARO) at Room C203. Present your Official Receipt and the Enrollment Form (CC Form 1) to receive your Official Registration Form (CC Form 2) and to confirm your enrollment.

NOTE: Non-payment of fees until the last day of the enrollment period will mean automatic cancellation of registration. This is for strict compliance.

- 7 Proceed to the College of Internet Laboratory, Room V307, and present your Official Registration Form (CC Form 2) to request your Microsoft 365 account.

COLLEGE ONLINE ENROLLMENT PROCEDURES

FOR CONTINUING STUDENTS

- 1 Log in at columban.pinnacle.com.ph/columban/students using your assigned username and password.
- 2 Click the "Registration" tab and encode the subjects and schedule.
- 3 Check all the subjects encoded in the system carefully before clicking the "Save" button to view your assessment.
- 4 Choose your mode of payment, then click the "Submit" button.
- 5 Download/Print your Unofficial Registration Form by clicking the "Printer-friendly version" button on the assessment window.

- 6 Pay the required fees through the Cashier section or through banks.

PAYMENTS AT THE CASHIER SECTION

Proceed to the Cashier Section (Room C104) and pay the required fees.

PAYMENTS THROUGH BANKS

Send a clear picture of the bank transfer or deposit to financeoffice@columban.edu.ph, along with the following details:

- Name
- Applicant number
- Fees being paid (tuition fee, uniform, books, etc.)
- Contact details (cellphone number and address).

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NOTES:

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- Students who cannot pay the minimum down payment requirements are advised to visit the Accounting Office (Room C201)

Once the proof of payment has been received and validated by the Accounting Office, you must claim your Official Receipt at the Accounting Office (Room C201).

- 7 Return to the Admissions and Registration Office (ARO) at Room C203. Present your Official Receipt and your School ID for the Second Semester, 2023-2024, to receive your Official Registration Form (CC Form 2) and to confirm your enrollment.

NOTE: Non-payment of fees until the last day of the enrollment period will mean automatic cancellation of registration. This is for strict compliance.

- 8 Proceed to the College of Internet Laboratory, Room V307, and present your Official Registration Form (CC Form 2) to update your Microsoft 365 account.

REMINDERS

Proceed to the Admissions and Registration Office (Room C203) for the following applications and concerns:

- Application for Re-admission
- Application for Change of Program
- Conflicts on encoding and other enrollment issues
- If you have forgotten your student AIMS account, please visit bit.ly/columbanforgotpassword for the Step-by-step procedures on forgotten password/password reset.