Pre-registration

Student

- The student will request for registration form  
- The student will fill up the registration form after requesting   
- The student will go through to the department head to sign the registration form

Registrar  
- The registrar will issue the registration form to the student  
- The registrar will check the student registration form for him to confirm it.

Department Head  
- The department head verify the students account for him to sign the registration form.