



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

G-SPACE ENROLLMENT

FIRST TRIMESTER, 2024-2025

ENROLLMENT PERIOD

APRIL 29 - MAY 24, 2024

START OF CLASSES

MAY 25, 2024

G-SPACE ONLINE ADMISSION PROCEDURES

FOR NEW STUDENTS

1 Apply online at columban.pinnacle.com.ph/columban/applicants, print and sign the Application form, then download and fill out the following forms at bit.ly/gradschoolforms:

- Enrollment Form (CC Form 1-GS) (Note: Schedule of subjects for the First Trimester, 2024-2025, is available at bit.ly/g-space1st2425.)
- Waiver Form
- Privacy Notice of Columban College, Inc.

2 Send a clear scanned copy of the following requirements in PDF format to admissions@columban.edu.ph:

EMAIL SUBJECT: G-SPACE Enrollment 1st 24-25 (Last Name, First Name)

- Signed Graduate School Application form
- Certificate of Eligibility to Transfer *
- Transcript of Records from the **LAST SCHOOL ATTENDED**
- PSA Birth Certificate
- Marriage Certificate, if married
- 2 valid ID
- Accomplished Enrollment Form (CC Form 1-GS)
- Accomplished Waiver Form
- Signed Privacy Notice of Columban College, Inc.

*Claim slip with a due date showing the requested credentials will only be considered for temporary enrollment.

3 Wait for the ARO's reply with the Unofficial Registration form, which will be provided after the validation of your requirements and processing of your enrollment

4 Pay the required fees through the Cashier section or through banks after receiving the Unofficial Registration Form.

PAYMENTS AT THE CASHIER SECTION

Proceed to the Cashier Section (Room C104) and pay the required fees, then proceed to the Admissions and Registration Office (Room C203) to claim your Official Registration Form (CC Form 2) and for the confirmation of your enrollment.

NOTES:

- Please bring the Official receipt of payment and original copies of all admission requirements.
- Non-payment of fees until the last day of the enrollment period will mean automatic cancellation of registration. This is for strict compliance

PAYMENTS THROUGH BANKS

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

1. Name
2. Applicant number
3. Fees being paid (Tuition Fee, Balance, Oral Defense, WCE, Proposal)
4. 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

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), then proceed to the Admissions and Registration Office (Room C203) to claim your Official Registration Form (CC Form 2) and for the confirmation of your enrollment.

NOTES:

- Please bring the Official receipt of payment and original copies of all admission requirements.
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5 Submit original copies of all admission requirements directly to the Admissions and Registration Office (Room C203) or mail to the following address:

The College Registrar
COLUMBAN COLLEGE, INC.
1 1st St., New Asinan Olongapo City, Zambales 2200

NOTE: Submit the complete admission requirements together with one (1) copy of your recent 2x2 picture on a white background on or before the date specified on the duly accomplished waiver form.

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

G-SPACE ONLINE ENROLLMENT PROCEDURES

FOR CONTINUING STUDENTS

- 1 Download and fill out the Enrollment Form (CC Form 1-GS) at bit.ly/gradschoolforms. (Note: Schedule of subjects for the First Trimester, 2024-2025, is available at bit.ly/g-space1st2425.)
- 2 Log in at columban.pinnacle.com.ph/columban/students using your assigned username and password.
- 3 Click the "Registration" tab and encode the subjects and schedule.
- 4 Check all the subjects encoded in the system carefully before clicking the "Save" button to view your assessment.
- 5 Choose your mode of payment, then click the "Submit" button.
- 6 Download/Print your Unofficial Registration Form by clicking the "Printer-friendly version" button on the assessment window.
- 7 Send the accomplished Enrollment Form (CC Form 1-GS) and the Unofficial Registration Form to admissions@columban.edu.ph.
- 8 Pay the required fees through the Cashier section or through banks after receiving the Unofficial Registration Form.

PAYMENTS AT THE CASHIER SECTION

Proceed to the Cashier Section (Room C104) and pay the required fees, then proceed to the Admissions and Registration Office (Room C203) to claim your Official Registration Form (CC Form 2) and for the confirmation of your enrollment.

NOTES:

- Please bring the Official receipt of payment, Enrollment Form (CC Form 1-GS) and your School ID for the Third Trimester, 2023-2024.
- Non-payment of fees until the last day of the enrollment period will mean automatic cancellation of registration. This is for strict compliance

PAYMENTS THROUGH BANKS

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

1. Name
2. Student number
3. Fees being paid (Tuition Fee, Balance, Oral Defense, WCE, Proposal)
4. Contact details (cellphone number and address).

BANCO DE ORO UNIBANK, INC.

Account name:
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Account number:
005830125766

BANK OF THE PHILIPPINE ISLANDS

Account Name:
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- 9 Proceed to the Internet Laboratory, Room V307, and present your Official Registration Form (CCForm 2) to request your Microsoft 365 account.

REMINDERS:

- If you have forgotten your student AIMS account, please visit bit.ly/columbanforgotpassword for the Step-by-step procedures on forgotten password/password reset.
- For Application for Re-admission and/or Change of Program:
 - Go to bit.ly/gradschoolforms and fill out the following forms:
 - Application for Readmission (CC Form 7), if applicable
 - Application for Change of Program (CC Form 6), if applicable
 - Enrollment Form (CC Form 1-GS) (Note: Schedule of subjects for the First Trimester, 2024-2025, is available at bit.ly/g-space1st2425.)
- Send the accomplished forms to admissions@columban.edu.ph.
- Wait for the instructions from the Admissions Office.