

BSME Admission Policies

The Admissions Office is in-charge of the screening and selection process of students who are qualified to the program regardless of age, race, sex, religion, national origin, or economic status. The following factors are considered in such assessment: past scholastic records; scholastic aptitude, character, recommendations and applicant's acceptance of the policies, rules, and regulation of the Colleges and of the University.

Selection of prospective students for the Mechanical Engineering Program is being determined and set by the Institutional Testing and Evaluation Center (ITEC). The students take up the HAU College Entrance Test (HAU-CET) which serves as the screening tool. The HAU-CET is consisting of the HAU-Mental Ability Test (HAU-MAT) which is a test of the verbal and non-verbal abilities of the student, and the HAU-Student Personal Questionnaire (HAU-SPQ). With the implementation of the K-12 program, HAU-MAT Level G was used in place of the HAU-MAT Level G in response to the two-year addition of age level of college applicants beginning in the SY 2018-2019.

In response to the COVID-19 pandemic, the new admission screening follows a layered approach of initially generating the top interest theme. To better gauge fitness to BSME program, HS grades are computed and yield an index. The index formula for BSME Architecture is as follows:

$$\text{SEA} = \text{Research} * 15 + \text{English Language and Literature} * 15 + \text{Mathematics} * 15 + \text{Sciences} * 15 + \text{ICT Literacy} * 10 + \text{Creative and Analytical Thinking} * 10 + \text{STEM Major} * 10 + \text{ABM Major} * 2.5 + \text{GAS-HUMSS Major} * 2.5 + \text{TVL-ICT Major} * 2.5 + \text{TVL-HE Major} * 2.5$$

The weight assigned to the first four general subject areas comprise about 60% while the rest of the equation shows that ICT major subjects, creative analytical thinking as well as the STEM major subjects are assigned with the remaining weights.

Transferees and Shifters:

Students who wish to shift or transfer to the BSME program must secure an endorsement from the program chairperson and the school dean. The program chairperson conducts an interview and determines the applicant's intent and qualification for the shift to the program. Upon evaluation, the application is endorsed to the School dean and the Office of the Registrar.

In the SY 2020-2021, the process of shifting or transfer was coursed online. The student submits all requirements to the Admissions Office. The credentials are forwarded to the SEA evaluator, the program chairperson, and the school dean for evaluation. The SEA evaluator, in coordination with the program chairperson, determines the courses that can be credited. The Program chairperson prepares a program of study for the shifter/transferee and endorses this, along with the application to shift or transfer, to the school dean for approval. On securing the dean's approval, the Admissions Office proceeds to undertake the remaining steps in the process