



San Beda College Alabang

08 Don Manolo Blvd., Alabang Hills Village, Muntinlupa City
Telephone Nos: 236-7222/236-7200/236-7210
Website: www.sanbeda-alabang.edu.ph

ENROLLMENT GUIDELINES GRADUATE SCHOOL

ENROLLMENT DATES
Second Semester
AY 2016 – 2017

INCOMING FRESHMEN
OCT. 22 - NOV. 11, 2016

TRANSFEREES
OCT. 22 - NOV. 11, 2016

OLD STUDENTS
OCT. 22 - NOV. 11, 2016

ADDING & DROPPING
NOV. 19, 2016

OPENING OF CLASSES
NOVEMBER 12, 2016

ADDING & DROPPING OF SUBJECTS

1. Present Certificate of Registration to the office Graduate School. Secure Add/Drop/Change Form w/ the the Added/Dropped/Changed Subject.
2. Proceed to Finance Office, Window 1, St. Benedict Hall and present your Add/drop/Chage Form for assessment of fees.
3. Proceed to Cashier's Office, St. Benedict Hall for the payment and validation of required fees.
4. Present the Official Receipt and secure the Students New Load/Schedule (SNL/S) from Registrar's Office, Window 4, St. Benedict Hall.

IMPORTANT REMINDERS:

VALIDATION OF ENROLLMENT

1. Effective School Year 2015-2016, all requests for change of schedules, adding, dropping and changing of subjects enrolled shall be charged Fifty Pesos (P50.00) per transaction.
2. Only officially enrolled students are allowed to process adding and dropping of subjects.
3. Added /Dropped/ Changed Subject will not be considered OFFICIAL unless required fees have been PAID within the period specified & VALIDATED by the Finance Department.
4. ONLY CASH or CREDIT CARD (BPI or Metrobank) Payments will be accepted.