





## 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

School of Law

#### ENROLLMENT PROCEDURES

##### INCOMING FRESHMEN

- The following requirements must be submitted at Window 3 of the Registrar's Office on the specified enrollment date:
  - Notice of Admission Status (NAS)
  - Original NSO-certified Birth Certificate; and, if married (female), original NSO-certified Marriage Contract.
  - Original Copy of the Official Transcript of Records with Special Order Number and remarks "For Further Studies" or "Copy valid for San Beda College Alabang". Transfer credentials may be submitted in lieu of TOR.
  - Certified True Copy of Special Order Number (S.O.) from the Registrar of the last school attended unless exempted
  - For working students, certificate of employment indicating working hours
- Get Pre-Registration form and affix signature on the conforme portion
- Proceed to CBFO Office and fill-out the CBFO Form.
- Proceed to the Cashier's Office for the payment and validation of required fees.
- Present the Official Receipt and secure the Certificate of Registration from Window 3 of the Registrar's Office.
- Proceed to Room 11N, St. Benedict Hall and present Certificate of Registration for the ID picture taking and claim the printed ID on the designated date.

##### TRANSFEREES

- The following requirements must be submitted at Window 3 of the Registrar's Office on the specified enrollment date:
  - Notice of Admission Status (NAS)
  - Original NSO-certified Birth Certificate; and, if married (female), original NSO-certified Marriage Contract.
  - Transfer credentials issued by the last school attended.
  - For working students, certificate of employment indicating working hours
- Present true copy of grades for crediting of subjects and secure approved list of credited subjects at the Dean's Office, School of Law: 61D, St. Maur Hall
- Submit approved list of credited subjects for validation and get evaluation form at Window 3 of the Registrar's Office
- Login to student portal at Fr. Roberto De Jesus Multi-Purpose Hall, 4<sup>th</sup> Flr., St. Maur Bldg. to print PRE-REGISTRATION Form.
- Proceed to CBFO Office and fill-out the CBFO Form.
- Proceed to the Cashier's Office for the payment and validation of required fees.
- Present the Official Receipt and secure the Certificate of Registration from Window 3 of the Registrar's Office.
- Proceed to Room 11N, St. Benedict Hall and present Certificate of Registration for the ID picture taking and claim the printed ID on the designated date.

##### OLD STUDENTS

- For students with outstanding accounts, secure PRE-ENROLLMENT CLEARANCE and ENROLLMENT Permit from the Office of the Dean, 61D, St. Maur Hall after accounts have been settled/cleared.
- For old students cleared for enrollment, login to student portal Fr. Roberto De Jesus Multi-Purpose Hall, 4<sup>th</sup> Flr., St. Maur Bldg to print PRE-REGISTRATION Form.
- Proceed to the Cashier's Office for the payment and validation of required fees.
- Present official receipt and secure the Certificate of Registration from Window 3 of the Registrar's Office.

##### ADDING / DROPPING / CHANGING OF SUBJECTS

- Present Certificate of Registration (COR) and get form with Added/Dropped/Changed Subject/s.
- Proceed to the Cashier's Office for the payment of required fees & VALIDATION of payment & change of load transactions.
- Secure the Student's New Load/Schedule from Window 3 of the Registrar's Office.

##### IMPORTANT REMINDERS:

*\*Enrollment/Change of Load/Adding/Dropping will not be considered OFFICIAL unless required fees have been PAID within the period specified and VALIDATED by the Accounting Office. VALIDATION for CHECK PAYMENTS will be AFTER FOUR (4) BANKING DAYS clearing period.*

##### ENROLLMENT DATES

**1<sup>st</sup> Semester,  
Academic Year  
2016 – 2017**

##### FRESHMEN

- JUNE 29 – JULY 1, 2016

##### TRANSFEREES

- JULY 8, 2016

##### PRE-ENROLLMENT

##### CLEARANCE

*(For Old Students with  
Accountabilities)*

- JUNE 28, 2016

##### OLD STUDENTS

##### (REGULAR)

*(2<sup>nd</sup> yr. – 4<sup>th</sup> yr.)*

- JULY 5, 2016

##### OLD STUDENTS

##### (NON-REGULAR)

*(w/ 4<sup>th</sup> yr. & 3<sup>rd</sup> yr. subjects)*

- JULY 6, 2016

*(w/ 3<sup>rd</sup> yr. & 2<sup>nd</sup> yr. subjects)*

- JULY 7, 2016

*(w/ 2<sup>nd</sup> yr. & 1<sup>st</sup> yr. subjects)*

- JULY 8, 2016

##### ADDING/DROPPING/ CHANGING OF SUBJECTS

- JULY 12 – 19, 2016

OPENING OF CLASSES  
JULY 12, 2016

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