





## 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](http://www.sanbeda-alabang.edu.ph)

### ENROLLMENT GUIDELINES

College of Arts & Sciences

#### ENROLLMENT DATES

**First Semester  
AY 2016 - 2017**

##### INCOMING FRESHMEN

- May 2- June 11, 2016

##### TRANSFEREES

- May 30-June 11, 2016

##### OLD STUDENTS

- All Levels

May 30-June 11, 2016

##### PRE-ENROLLMENT CLEARANCE

May 13 - 20, 2016

##### ONLINE ADVISING SCHEDULE

May 21 - 29, 2016

Go to SBCA Website  
(<http://www.sanbeda-alabang.edu.ph>)

##### ADDING & DROPPING (For Officially Enrolled Students Only)

June 16-17, 2016

- **SPECIAL CLASS**  
(For Graduating  
Students Only)

June 23-24, 2016

**OPENING OF CLASSES  
JUNE 13, 2016**

#### ADDING & DROPPING OF SUBJECTS

1. Present your Certificate of Registration to your respective Department Chair at the Multi-Purpose Hall, 2<sup>nd</sup> Floor, St. Bede Hall. Secure Add/Drop/Change Form w/ the Added/Dropped/Changed Subject.
2. Proceed to the Cashier's Office, St. Bede Hall for the payment and validation of required fees.
3. Present the Official Receipt and secure the Students New Load/Schedule (SNL/S) from Registrar's Office, Window 4, St. Benedict Hall.

#### SPECIAL CLASS

1. Present your Certificate of Registration to the Vice Dean's Office at 83 L, 3<sup>rd</sup> Flr., St. Bede Hall. Get the form with the added Special Class subject.
2. Proceed to Finance Office, Window 1, St. Benedict Hall and present your printed special class form for assessment of fees.
3. Proceed to the Cashier's Office for the payment and validation of required fees.
4. Present the Official Receipt and secure the Students New Load/Schedule (SNL/S) from Window 4, Registrar's Office, St. Benedict Hall.

#### IMPORTANT REMINDERS:

1. Only graduating students are allowed to enroll in the Special Class
2. Effective School Year 2015-2016, all requests for change of schedules, adding and dropping of subjects enrolled shall be charged Fifty Pesos (P50.00) per transaction.
3. Only officially enrolled students are allowed to process adding and dropping of subjects
4. Change of load/schedule will not be allowed for students who enroll during the adding/dropping period.

#### VALIDATION OF ENROLLMENT

1. Added / Changed Subject w/ required fees will not be considered OFFICIAL unless required fees have been PAID within the period specified & VALIDATED by the Finance Department.
2. Dropped / Changed Subject w/out required fees will not be considered OFFICIAL unless VALIDATED by the Finance Department.
3. ONLY CASH or CREDIT CARD (BPI or Metrobank) Payments will be accepted.

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