



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

Integrated Basic Education Department

ENROLLMENT DATES AY 2020 - 2021

IBED Primary Grade School

- PreK – Grade 3
July 6 – 10, 2020

IBED Middle Grade School

- Grade 4 - 6
July 11 – 15, 2020

IBED Junior High School

- Grade 7 - 10
July 11 – 15, 2020

OPENING OF CLASSES

August 24, 2020

ENROLLMENT PROCEDURES

NEW STUDENTS/TRANSFEREES

1. The Office of the Registrar will send an electronic mail on the procedure for online registration and uploading of documents.
2. Prepare a **scanned copy** of the following documents for uploading:
 - a. **Notice of Admission Status (NAS)**
 - b. **Original Report Card (Form 138)** with Learners Reference Number (LRN) and level of promotion duly signed by the Principal/Registrar and with **School's Dry Seal**
**If report card is not available during the enrollment date of the specified grade level, secure a CERTIFICATE OF COMPLETION from your former school duly signed by the Principal/Registrar*

Note: Submission of the digital copy of the Original Report Card (Form 138) will be necessary to facilitate online enrollment. Since the General Community Quarantine (GCQ) is still under implementation in NCR, there will be no face to face communication and transaction for the safety of the students. The original copy of the Report Card (Form 138) will be sent to San Beda College Alabang through courier with the following details:

OFFICE OF THE REGISTRAR

San Beda College Alabang

08 Don Manolo Blvd., Alabang Hills Village, Muntinlupa City

3. Upon registration, the Accounting Office will send an electronic mail to the student stating the details of the assessment of fees, payment, and validation of payment of fees.

Note: Scanned copy of the Official Receipt will be sent via electronic mail three working days after validation of fees.

4. The Integrated Basic Education Department will issue an advisory to all officially enrolled students. The advisory will announce the important dates, assigned section of the student, and processing of the official SBCA Learning Management System (Blackboard Open LMS) account and other reminders for the Academic Year 2020 - 2021 two weeks prior to the opening of classes.
5. The Office of the Registrar will send an electronic mail prior to the end of the First Quarter of the Academic Year for processing of the identification card.

OLD STUDENTS

1. Old students will be automatically registered.
2. Upon registration, the Accounting Office will send an electronic mail to the student stating the details of the assessment of fees, payment, and validation of payment of fees.

Note: Scanned copy of the Official Receipt will be sent via electronic mail three working days after validation of fees.

3. The Integrated Basic Education Department will issue an advisory to all officially enrolled students. The advisory will announce the important dates, assigned section of the student, and processing of the official SBCA Learning Management System (Blackboard Open LMS) account and other reminders for the Academic Year 2020 - 2021 two weeks prior to the opening of classes.

Visit the San Beda College Alabang website (www.sanbeda-alabang.edu.ph) or Facebook page, (facebook.com/BedaAlabang) for updates and announcements.