



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

College of Arts and Sciences

ENROLLMENT PROCEDURES

INCOMING FRESHMEN

1. The online registration instructions will be sent by the Office of the Registrar through electronic mail.
2. Prepare **scanned copies** of the following documents for uploading based on the emailed instructions:
 - 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, 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. Once registered, you will receive an electronic mail from the Office of Accounting regarding assessment, payment, and validation of fees.
Note: Scanned copy of the Official Receipt will be sent via electronic mail three (3) working days after validation of fees.
4. Once validated, you will receive an electronic Certificate of Registration (COR).
5. Officially enrolled students will received an advisory from the College of Arts and Sciences on important dates and reminders for AY 2020 – 2021 two weeks prior to the opening of classes.
6. The instructions for the processing of the Identification Card will be sent by the Office of the Registrar through electronic mail.

SBCA GRADE 12 STUDENTS (SBCA Senior High School Graduates)

1. SBCA Grade 12 students must fill in the online application form issued by the Admissions Office (through the SBCA website) for the issuance of an electronic Notice of Admission Status (NAS) and tagging of degree program.
2. Once tagged and registered, follow steps 3 – 6 of the procedures for New Students.

CAS OLD STUDENTS (Upper Classmen)

1. Request for advising will be facilitated by the respective Department Chairperson through electronic mail indicating the required contact details: *cellphone number, email address, messenger account name, and LMS Account.*
2. Once advised, pre-registration will be sent via electronic mail or messenger for confirmation.
3. Once confirmed and registered, follow steps 3 – 5 of the procedures for New Students.

TRANSFEREES

1. The transfer student will receive an electronic mail from the Admissions Office of the **credited subjects** and Notice of Admissions Status (NAS) for confirmation prior to enrollment.

Note: The transfer student must submit to the Admissions Office a scanned copy of grades with grade equivalency and subject description for crediting of subjects.

2. The online registration instructions will be sent by the Office of the Registrar through electronic mail.
2. Prepare **scanned copy** of the following documents for uploading based on the emailed instructions:
 - a) Notice of Admission Status (NAS)
 - b) **Original Certificate of Eligibility to Transfer/Honorable Dismissal**

Note: The digital copy of the Original Certificate of Eligibility to Transfer/Honorable Dismissal will only be used to facilitate online enrollment. Due to the pandemic, non-face-to-face communication and transaction is encouraged. Thus, Original Certificate of Eligibility to Transfer/Honorable Dismissal will be transmitted through courier (follow details above for sending of documents).

4. Once advised, pre-registration will be sent via electronic mail or messenger for confirmation.
5. Once confirmed and registered, follow steps 3 – 6 of the procedures for New Students.

**ENROLLMENT DATES
ACADEMIC YEAR
2020 - 2021**

FIRST SEMESTER

**INCOMING
FRESHMEN &
TRANSFEREES
ALL COURSES**

July 16 – 22, 2020

OLD STUDENTS

**• CAS UPPER
CLASSMEN**

Aug. 11 – 15, 2020

ADDING/DROPPING

Aug. 18 - 19, 2020

SPECIAL CLASS

Aug. 20, 2020

**OPENING OF CLASSES
August 17, 2020**

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