



# 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

### Senior High School Department

#### ENROLLMENT PROCEDURES

##### NEW STUDENTS (Grade 11)

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

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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. Once validated, an electronic Certificate of Registration (COR) will be sent through your registered email address.
5. The Senior High School Department will issue an advisory to all officially enrolled students. The advisory will announce important dates and reminders for AY 2020 – 2021 through the SBCA website and your registered email address prior to the official opening of classes.
6. The Office of the Registrar will send an electronic mail prior to the end of the First Semester of the Academic Year for processing of the identification card.

##### OLD STUDENTS

###### SBCA GRADE 10

1. SBCA Grade 10 students must fill out the online application form found on the SBCA website. Upon receipt of the online application form, the Admissions Office will tag the student's Academic Strand and will issue an electronic **Notice of Admission Status (NAS)**.
2. Once tagged and registered, follow steps 3 – 6 of the procedures for New Students.

###### GRADE 12

1. The Pre-advising will be facilitated by the Academic Strand Coordinator.
2. Once advised and registered, follow steps 3 – 5 of the procedures for New Students.

##### TRANSFEREES

1. Follow steps 1 - 2 of the procedures for New Students.
2. The Office of the Registrar, after review of academic credentials, forwards an electronic **Endorsement for Crediting and Advising of Subjects** to the respective Academic Strand Coordinator for advising and registration.
3. Follow steps 3 – 6 of the procedures for New Students.

#### ENROLLMENT DATES

##### ACADEMIC YEAR

2020 - 2021

#### FIRST SEMESTER

##### GRADE 11

**New Students and  
from SBCA Grade 10)**

- GAS  
July 16 – 20, 2020
- HUMSS  
July 16 – 20, 2020
- ABM  
July 16 – 20, 2020
- STEM  
July 21 – 22, 2020

##### GRADE 12

**Old & Transferees**

- GAS  
July 23, 2020
- HUMSS  
July 23, 2020
- ABM  
July 24, 2020
- STEM  
July 27 – 28, 2020

#### OPENING OF CLASSES

**August 24, 2020**

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