



# San Beda College Alabang

8 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

### School of Law

#### ENROLLMENT PROCEDURES

##### INCOMING FRESHMEN

1. The Office of the Registrar will send an electronic mail of the procedures 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 PSA certified Birth Certificate; and if married (female), Original PSA certified Marriage Contract
  - c. Original Transcript of Records with Special Order Number and remarks "For Further Studies" or "Copy valid for San Beda College Alabang".  
*\*If the school does not issue Transcript of Records with the said remarks, submit **Transfer Credential** (not required for SBCA graduates).*
  - d. Certified True Copy of Special Order Number (S.O.) from the Office of the Registrar of the last School attended **unless exempted**.
  - e. **For working students**, Certificate of Employment indicating working hours

*Note: The submission of the digital copy the above documents 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 students. The **original copies** 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. Once validated, an electronic Certificate of Registration (COR) will be sent to the student.
5. The School of Law will issue an advisory to all officially enrolled students on important dates and reminders for AY 2020 – 2021 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.

##### TRANSFEREES

1. Follow **Procedures 1 – 2** for Incoming Freshmen and upload scanned copy of items *a, b, Transfer Credentials* and *Copy of Grades* from previous school.
2. The School of Law will send through electronic mail a copy of the credited subjects for acknowledgement. The Office of the Registrar will encode credited subjects for **validation** and issuance of **evaluation form**.
3. The Office of the Registrar will forward the student evaluation form to the School of Law as guide for advising.
4. The School of Law will send an electronic mail to the student of the advised subjects for confirmation and registration.
5. Follow **steps 3 – 6** for incoming freshmen.

##### OLD STUDENTS

1. The student will coordinate with the School of Law for advising of subjects.
2. The School of Law will send an electronic pre-registration form to the student for review and confirmation.
3. Once the pre-registration form is confirmed by the student, the School of Law will send an electronic copy of the confirmed subjects to the Accounting Office for assessment.
4. Follow **steps 3 - 5** for incoming freshmen.

##### ADDING/DROPPING OF SUBJECTS

1. The student must forward a request for adding/dropping of subjects to the School of Law together with a scanned copy of the **Certificate of Registration (COR)** for the issuance of **Add/Drop Form**.
2. The School of Law will facilitate request and will send an electronic mail of the Add/Drop subject/s for confirmation and registration.
3. Follow **steps 3 – 4** for incoming freshmen.

**ENROLLMENT DATES**  
**ACADEMIC YEAR**  
**2020 - 2021**

##### FIRST SEMESTER

##### INCOMING FRESHMEN

**JULY 21 – 24, 2020**

##### TRANSFEREES

**August 3, 2020**

##### OLD STUDENTS (REGULAR)

(1<sup>st</sup> yr. – 4<sup>th</sup> yr.)

**JULY 28, 2020**

##### OLD STUDENTS (NON-REGULAR)

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

**JULY 29, 2020**

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

**JULY 30, 2020**

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

**AUGUST 3, 2020**

##### ADDING/DROPPING CHANGING OF SUBJECTS

**AUGUST 10 – 15, 2020**

**OPENING OF CLASSES**  
**August 10, 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://www.facebook.com/BedaAlabang)), for updates and announcements.