



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

ENROLLMENT GUIDELINES

School of Law

ENROLLMENT PROCEDURES

INCOMING FRESHMEN

- The Office of the Registrar will send an electronic mail of the procedures for online registration and uploading of documents.
- Prepare a **scanned copy** of the following documents for uploading:
 - Notice of Admission Status (NAS)
 - Original PSA **certified** Birth Certificate; and if married (female), Original PSA **certified** Marriage Contract
 - 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).*
 - Certified True Copy of Special Order Number (S.O.) from the Office of the Registrar of the last School attended **unless exempted**.
 - 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

- 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.

- Once validated, an electronic Certificate of Registration (COR) will be sent to the student.
- 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.
- 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

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

OLD STUDENTS

- The student will coordinate with the School of Law for advising of subjects.
- The School of Law will send an electronic pre-registration form to the student for review and confirmation.
- 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.
- Follow **steps 3 - 5** for incoming freshmen.

ADDING/DROPPING OF SUBJECTS

- The student must forward a request for adding/dropping of subjects to the School of Law together

ENROLLMENT DATES
ACADEMIC YEAR
2020 - 2021

FIRST SEMESTER

INCOMING FRESHMEN
JULY 21 – 24, 2020

TRANSFEREES

August 3, 2020

OLD STUDENTS

(REGULAR)
(1st yr. – 4th yr.)

JULY 28, 2020

OLD STUDENTS

(NON-REGULAR)
(w/ 4th yr. and 3rd yr. subjects)

JULY 29, 2020

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

JULY 30, 2020

(w/ 2nd yr. & 1st 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) or

Facebook page, ([facebook.com/SanBedaAlabang](https://www.facebook.com/SanBedaAlabang))

