OFFICE OF THE REGISTRAR

2544 Taft Avenue, Manila, Philippines 1004
Phone No. (632) 230-5100 loc.
(Taft) 1321 – 1324 (AKIC) 2333 – 2334 (SDA) 3323 - 3325
Email add.: registrar@benilde.edu.ph

LATE ENROLLMENT FORM / ADJUSTMENT FORM

This form is invalid if a student has UNSETTLED accounts / obligations.

Please check one.

Reason/s for Late Enrollment:
With deterrent fee of Php 2,138.00
( ) Failure to enlist/pre-enroll
( )with overdue payment from Accounting
( )overlooked the dates of enlistment/pre-enrollment
( )other clearances _____

Reason/s for late enrollment and/or adjustment without deterrent fee:
( ) dissolution
( ) underload
( ) failure in pre-requisite
( ) approved returnee
( ) approved maximum residency policy
( ) graduating with failed course from previous term

Submission Date : August 27 - 28 2019
Time : 8:00 AM - 5:00 PM
(No Noon Break)
VENUE

SDA students	**– A802 SDA Campus**
SMIT students	**– Cafeteria, 2nd floor**
SDG, SHRIM SDEAS students	**– I812 Akic Campus**

Procedure:

1. *Fill out all required information and submit the duly accomplished form to the encoding venue for processing.*
2. *Present your previous term's printed grades and your updated Flowchart to your Academic Adviser for approval of the course/s to be added and/or deleted.*
3. *Observe no-erasure policy, unless the Academic Adviser countersigns the erasure.*
4. *This form is valid only on the indicated encoding schedule.*
5. *Pay all fees at the Finance Department.*

Note to the student:
You may also add at least 9 units of alternative courses in case the sections you choose are closed. You may check the open/close sections at the SIS log in page "View your course offerings schedules" before you submit this form.

_____ _____ _____ **Term, SY** _____
Date Submitted **Student ID No.**

_____ _____ _____ _____
Family Name **Given Name** **Middle Name** **Degree Program**

COURSE TO BE DELETED			REMARKS	COURSE TO BE ADDED/ENROLLED		
COURSE CODE	SECTION	UNITS		COURSE CODE	SECTION	UNITS
				Alternative Courses		
TOTAL DELETED UNITS				TOTAL UNITS AFTER ADJUSTMENT		

Conforme and Academic Adviser's Approval:
I understand that absences due to late enrollment are not excused, and it is my responsibility as a student to make-up/catch up with lessons I missed. I further agree to enroll only in sections that remain open on the date of the approval of my appeal. By signing below I acknowledge that I fully read and understood the late enrollment/adjustment policy. I understand that if I have any question or concerns about this policy, it is my responsibility to discuss it with the Office of the Registrar.

Approved:

_____ _____ _____ _____
Student's Signature *Date* *Academic Adviser / Program Chair* *Date*

FOR THE REGISTRAR'S OFFICE

☐ *Approved* ☐ *Disapproved* *Deterrent Fee* _____ _____ _____
Registrar / Associate Registrar *Date*

_____ _____
Received by / Date *Processed by / Date*