

Policy No:	ACA-POL-0003
Policy Title:	Pre-Enrollment Policy
Implementation Procedure:	College Enrollment Procedure (ACA-PROC-0007)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
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Office of Origin: (Policy Expert)	Registrar's Office Registrar
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern the pre-enrollment process of collegiate students to simplify and hasten the implementation of the regular enrollment process.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. All collegiate students except new, transferees, and returnees shall be required to pre-enroll within the specified date, time, and place as schedule by the office of the Dean. 2. Students who do not pre-enroll as scheduled shall be considered late enrollees, hence, subject to late enrollment penalties. 3. Students shall not pre-enroll in excess of the maximum allowable load as indicated in their curriculum checklist, unless covered by an approved overload application. 4. Students shall strictly follow the course pre-requisites. Courses taken not following course pre-requisites will not be credited. Worse, these will be automatically dropped from their enrollment without any refund. 5. Pre-enrolled students who fail to enroll during their designated regular enrollment schedule shall forfeit all pre-enrolled subject. Consequently, they shall be considered late enrollees subject to late enrollment penalties. 6. The faculty adviser shall duly sign pre-enrollment forms or any designated pre-enrollment adviser.
Applicability:	Applicable to all collegiate students.
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> • Student handbook • Enrollment Policy • Overload Policy • Course pre-requisite policy
Definition:	None
Prepared by:	Planning, Funding, Development Office
Approved by:	<p style="text-align: center;">_____</p> <p style="text-align: center;">Dr. Maria Victoria Rosas</p>
Date Approved:	

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