<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ACA-POL-0003</th>
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<tbody>
<tr>
<td>Policy Title:</td>
<td>Pre-Enrollment Policy</td>
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<tr>
<td>Implementation Procedure:</td>
<td>College Enrollment Procedure (ACA-PROC-0007)</td>
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<tr>
<td>Date of Issuance:</td>
<td>SY 2008-2009</td>
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<td>Effectivity:</td>
<td>SY 2008-2009 - Present</td>
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<td>Two (2)</td>
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<td>Office of Origin: (Policy Expert)</td>
<td>Registrar’s Office Registrar</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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**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:**

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:**

- Student handbook
- Enrollment Policy
- Overload Policy
- Course pre-requisite policy

**Definition:**

None

**Prepared by:**

Planning, Funding, Development Office

**Approved by:**

___________________ Dr. Maria Victoria Rosas

**Date Approved:**