



To : ALL STUDENTS CONCERNED
From : OFFICE OF THE DEAN
Date : August 3, 2023
Subject : **GUIDELINES IN MANUAL ENROLLMENT FOR THOSE STUDENTS WITH GWA DEFICIENCY; YEAR LEVEL DETERMINATION; AND ADDITIONAL SUBJECTS FOR MANUAL ENROLLMENT.**

Starting First Semester of Academic Year 2023-2024, students with GWA deficiency, year level determination shall submit application thru google form link provided hereunder.

<https://arellanolaw.edu/manual>

Below are the guidelines in manual enrollment. Please take note of the following:

1) Start of submission for manual enrollment thru google form.

a.) Starting August 7, 2023, Registrar's office will start accepting applications for manual enrollment. Submitted applications before August 7, 2023 will not be entertained.

2) Students with General Weighted Average (GWA) Deficiency.

a.) Students with "GWA Deficiency" are not allowed to enlist on-line through the AIMS PORTAL.

b.) To enlist, the affected students are directed to send an email to the Office of the Dean (dean@arellanolaw.edu) expressing their intent to enroll and state that they are affected by the GWA Policy.

c.) As subject of the e-mail, indicate "**GWA Deficiency**". Include your student number and contact numbers. After sending the e-mail, an evaluation of the students' records will be conducted.

3) Determination of Year-Level.

a.) For AUSL original enrollees, the Year-Level of each student has already been pre-determined based on the subjects and units taken and passed.

b.) For transferees already on board, the determination of the year-level will depend on the available official documents submitted to the Registrar's Office upon enrollment, and for subjects in the prior school, credited by the AUSL Dean's Office.

c.) For incoming transferees, after going through the admission process, the Admissions Office will call you on the date and time of your enrollment. Your year level shall be tentative as First Year until the official transcript of records from prior school is submitted.



- d.) For irregular students, determination of current year level in the portal requires that all subjects for the prior year level are reflected as ***taken and passed***. It is the student's obligation to follow sequencing and pre-requisite subjects under the approved AUSL curriculum.

4) Application for Additional Subjects for Manual Enrollment.

- a.) Students will enlist based on their year-level provided in the student portal. In the online enrollment, the student shall be given the list of subjects to which he/she can enroll based on the year-level indicated. If the student's choice of subjects is in the list, then enrollment is finalized.
- b.) Those who wish to enroll in subjects not in the list given, or for additional subjects in the correct year level, the students may add the subjects by filing in the google form provided above.

After filing in the google form, an evaluation of the students' records will be conducted.

NOTE:

1. Your concerns as to GWA deficiency and/or year-level determination shall be addressed and acted upon by the Registrar's Office within **48 hours** from receipt, or as time may allow.
2. Your applications will be acted upon in the order they have been received by the office. You do not have to email copy furnish other departments or call the Registrar's Office for this purpose. Email chasers, follow-up emails, and phone calls are strictly prohibited

For your information and guidance.


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DEAN