



To : ALL STUDENTS CONCERNED
From : OFFICE OF THE DEAN
Date : January 25, 2023
Subject : **GUIDELINES IN MANUAL ENROLLMENT FOR THOSE STUDENTS WITH GWA DEFICIENCY AND YEAR LEVEL DETERMINATION**

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

1. Enrollment Guidelines for 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.

2. 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.

3. 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 sending a scanned copy/picture in pdf of an accomplished “**Application for Additional Subjects for Manual Enrollment**” available at AUSL official website – Registrar’s downloadable forms and send it to Registrar’s Office at registrar@arellanolaw.edu

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Indicate “Application for Additional Subjects for Manual Enrollment”, state your name, student number and contact numbers.

After sending the e-mail, 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 of your email or as time may allow.
2. You do not have to copy furnish other departments or call the Registrar’s Office for this purpose. Email chasers, follow-up emails, and phone calls are strictly prohibited. Your emails will be acted upon in the order they have been received by the office.

For your information and guidance.


DOMINGO M. NAVARRO
DEAN 1/25/23