



To : ALL STUDENTS CONCERNED  
 From : OFFICE OF THE DEAN  
 Date : DECEMBER 14, 2023  
 Subject : **GUIDELINES FOR MANUAL ENROLLMENT FOR STUDENTS WITH GWA DEFICIENCY; YEAR LEVEL DETERMINATION; AND ADDITIONAL SUBJECTS FOR MANUAL ENROLLMENT.**

Students with GWA deficiency, year level determination shall submit application thru google form link provided hereunder.

<https://arellanolaw.edu/manual>

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

**1) Submission for manual enrollment thru google form.**

- a.) Registrar's office will accept applications for manual enrollment thru google forms. Students shall submit the applications for manual enrollment on the dates indicated below based on the student's year level. *NOTE: Only applications submitted thru google forms on the specified dates will be entertained. **One google account one submission.***

Year Level	Submission dates thru google forms	Enrollment dates	Conduct of enlistment
Graduating students with remaining 27 units	January 2-4, 2024	January 3-4, 2024	Manual (AIMS portal closed)
4th year (with remaining 48 units and below)	January 5-6, 2024	January 5-6, 2024	Online
3rd Year	January 7-8, 2024	January 7-8, 2024	Online
2nd Year	January 9-10, 2024	January 9-10, 2024	Online
1st Year (Old student)	January 11-12, 2024	January 11-12, 2024	Online

## 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 addressed to "**Dean Domingo M. Navarro**" and send it to email address [collegesecretary@arellanolaw.edu](mailto:collegesecretary@arellanolaw.edu) expressing their intent to enroll but 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.
- d.) After the students' records evaluation, the student will receive a call or email notification from the office of the Assistant Dean stating that the student can proceed with the enrollment upon signing of undertaking/waiver onsite.

## 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 the previous 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 below.

<https://arellanolaw.edu/manual>


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

- c.) After the students' records evaluation, the student will receive a call or email notification from the office of the Registrar.

NOTE:

1. Your concerns as to GWA deficiency and/or year-level determination shall be addressed and acted upon by the Dean's office / 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 and 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.

  
DOMINGO M. NAVARRO  
Dean 12/14/23