This form is invalid if a student has UNSETTLED accounts / obligations.

Reason/s for late enrollment. Please check
[ ] Failure to enlist/pre-enroll - deterrent fee of P 2,060.00.
   (for verification of the Registrar staff).
[ ] Failure in the pre-requisite of a course you have enrolled in.
[ ] Dissolution of the section.
[ ] Under load – less than 15 units (for CDP less than 9 units).
[ ] Maximum Residency Policy (MRP).
[ ] I have a pending clearance. Please specify:__________________________
   (check the clearance before encoding).
[ ] I am a returnee. (with approved returnee form and payment)

Procedure:
1) Pay deterrent fee of P 2,060.00 at the Finance Department for failure to enlist/pre-enroll and attach your official receipt in the Late enrollment form.
2) Present your previous term’s printed grades and your updated Flowchart to your Academic Adviser for approval of the course/s to be added and/or deleted.
3) Fill in all required information and submit duly accomplished form for encoding.
4) This form is valid only on the indicated encoding schedule and if gone through online adjustment.
5) Change of schedule is not allowed during late enrollment period and if ________________.
6) Present supporting documents:
   [ ] For Under load/dissolution – EAF
   [ ] For Failure in pre-requisite – previous printed grades

Notes to the student:
The courses you enrolled in during the enrollment period is deemed final. However, there are occasions wherein you need to make adjustments in your enrolled subjects. You may add a course to comply with the required minimum course load for the term. This form is valid only if any of the following conditions apply to you. Otherwise, you will not be allowed to make adjustments in your enrolled subjects.

<table>
<thead>
<tr>
<th>Date</th>
<th>Student ID No.</th>
<th>term, SY</th>
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<tr>
<th>Family Name</th>
<th>Given Name</th>
<th>Middle Name</th>
<th>Degree Program</th>
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<thead>
<tr>
<th>COURSE TO BE DELETED</th>
<th>REMARKS</th>
<th>COURSE TO BE ADDED/ENROLLED</th>
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<tbody>
<tr>
<td>COURSE CODE</td>
<td>SECTION</td>
<td>UNITS</td>
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<tr>
<th>TOTAL DELETED UNITS</th>
<th>TOTAL UNITS AFTER ADJUSTMENT</th>
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Requested by: ______________________________________
   Student’s Name & Signature ________________________ Date

Approved by: ______________________________________
   Academic Adviser/ Program Chair ______________________ Date

Encoded by: ______________________________________
   Records-in-Charge ______________________ Date

Verified by: ______________________
   Date : ______________________

Encoding Date: August 25 - 26, 2016
Time: 8:00 AM – 5:00 PM (No Noon Break)

VENUE
SDA students – SDA campus, 2nd Floor RO
SHRIM students – AKIC campus, Rm. I803
SMS, SMIT & SDEAS students – Taft campus, Auditorium

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OFFICE OF THE REGISTRAR
2544 Taft Avenue, Manila, Philippines 1004
Phone No. (632) 230-5100 loc. (Taft) 1321 – 1324
(AKIC) 2333 – 2334 (SDA) 3323 - 3325
Email add.: registrar@benilde.edu.ph

LATE ENROLLMENT FORM

RO-ET F004
Revised May 2016