



**REGISTRAR MEMORANDUM 2023-026**

**TO : ALL STUDENTS CONCERNED**  
**FROM : OFFICE OF THE REGISTRAR**  
**DATE : 4 AUGUST 2023**  
**SUBJECT : MANUAL ENROLMENT THRU GOOGLE FORMS**

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1. All manual enrollments shall cover only students: (A) who are incoming fourth year; (B) with GWA Deficiency; (C) with need for Year-level determination; and (D) in the semester prior to graduation who are enrolling (i) in both pre-requisite and advanced subjects, or (ii) with subject/s overload, or (iii) for less than the required minimum load in the curriculum. Those not covered may enroll on-line.

2. Manual enrollment goes through application, evaluation, and enlistment of original/modified subjects after Dean's approval.

3. Starting First Semester AY 2023-2024, manual enrolment shall be thru google form survey only (no other mode is allowed) by accessing the following link:

<https://arellanolaw.edu/manual>

4. Within 48 hours from your response and application form upload, you may receive our call/email as part of the evaluation process advising you of the disapproval, modification, or approval of your application.

5. Once approved in the original request or as modified, your enlistment for original/adjusted subjects shall be processed after the said 48 hours, or as time may allow.

Please be guided accordingly.

  
**AILEEN P. JUNIO**  
Assistant Registrar

  
**ATTY. ROLAND A. NIEDO**  
Registrar

Noted:

  
**ATTY. DOMINGO M. NAVARRO**  
College Dean **8/7/23**