

RETURNEE STUDENT

A “**returnee student**” is a student who is previously enrolled in the University and after having stopped without enrolling elsewhere or have valid leaves of absence for the period during which they have discontinued their studies and are not disqualified to continue their law studies in the University. Non-academic reasons for the non-readmission are governed by the Disciplinary rules and regulations of the University.

ENROLLMENT REQUIREMENTS:

- Copy of summary of grades (to be secured from the Registrar’s Office)
- Accomplished Student’s Clearance Form (secure form from the Registrar’s Office)

GUIDELINES AND PROCEDURE FOR RE-ADMISSION AND ENROLMENT

- Step 1: Proceed to the School of Law Dean’s Office (located at the Mezzanine Floor of UC Banilad) and submit a copy of the summary of grades requested from the Registrar’s Office.
- Step 2: Fill-out the Enrollment Guidelines Form for returnee student.
- Step 3: Proceed to the Student Affairs Office (located at the Second Floor of UC Banilad) for verification and clearance.
- Step 4: Proceed to the Registrar’s Office (located at the Ground Floor of UC Banilad) for verification and evaluation of school credentials.
- Step 5: Proceed to the Students Section of the Accounting Department (located at the Ground Floor of UC Banilad) for assessment.
- Step 6: Go back to the School of Law Dean’s Office for evaluation and enrollment approval.
- Step 7: Proceed to the Academic’s Office (located at the Mezzanine Floor of UC Banilad) for the final approval by the Campus Director.
- Step 8: Proceed to the School of Law Dean’s Office and submit accomplished Enrollment Guideline Forms for enrollment proper.

Guidelines and Requirements for Admission to the University of Cebu School of Law

Step 9: Accomplish Student's Personal Data Sheet (if updates are necessary) and Enrollment Form for Returnee Student and submit it to the School of Law Dean's Office.

A returnee who has cumulatively failed in two subjects in violation of the law school's two-failure rule shall be automatically disqualified from continuing his or her law studies in the law school.

Any requirements not submitted during the enrollment in the previous semester(s) must first be satisfied before the student will be allowed to enroll for the ensuing semester. At the discretion of the Dean, submission of the lacking requirements may be deferred provided the student shall execute an Undertaking (in the form prescribed by the School of Law) to accomplish the lacking requirements before the end of the ensuing semester.

Upon receipt of the duly accomplished enrollment form, the Dean's Office staff shall review the subjects and schedules plotted by the student to ensure strict compliance with the law school's policy on pre-requisite subjects.

Step 10: If the accomplished Enrollment Form is in order, proceed to the Students Section of the Accounting Department (located at the Ground Floor of UC Banilad) for the assessment of the student's account.

Step 11: Proceed to the Cashier (located at the Ground Floor of UC Banilad) to pay the enrollment fee.

Step 12: Proceed to the Electronic Data Processing (EDP) Department (located at the Ground Floor of UC Banilad) for the encoding of schedule and the issuance of the corresponding study load.

Step 13: Proceed to the Library (located at the Third Floor of UC Banilad) for the validation of any existing school identification card or re-issuance of a new school identification card.

Step 14: Submit the accomplished Personal Data Sheet Form at the School of Law Dean's Office.