FEU CAVITE
Far Eastern College-Silang, Inc.

ENROLLMENT GUIDE
1st SEMESTER
SY 2024-2025

Released July 18, 2024

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ENROLLMENT SCHEDULE
1st SEMESTER SY 2024-2025

ENROLLMENT ACTIVITIES	DATE	WHERE TO PROCESS
Filing of Petition to Open Classes • *Requests for classes filed after August 10, 2024, will no longer be entertained*	July 29 to August 10, 2024	Email to Department Chair
Filing of Student Requests • *Returning students* • *Shifting requests* • *Cross-enrollment*	July 29 to August 24, 2024	Via Student Central
Year 4 and Year 3 Enrollment (Regular and Irregular)	Aug. 1 to Aug. 3, 2024	
Year 2 and 1 Enrollment (Regular and Irregular)	August 5 to 8, 2024	
All Levels (Regular and Irregular)	August 9 to 10, 2024	
Start of Classes	August 12, 2024	
Late Enrollment/ Adjustment Period (All Levels)	August 12 to 31, 2024	
Last Day of Enrollment	August 31, 2024	
Last Day for Enrollment Cancellation	August 31, 2024	

Important Reminders:
1. Late enrollment fee of P 595 applies starting August 12, 2024.
2. Enrollment cancellation fee of P 1000 applies.
3. Students with previous balances are advised to settle their accounts before the start of enrollment.

ENROLLMENT STEPS

ENROLLMENT STEP 1: STUDENT CENTRAL ENROLLMENT

1.1 Log in to your Student Central Account
Click on "Student Central Tabs"
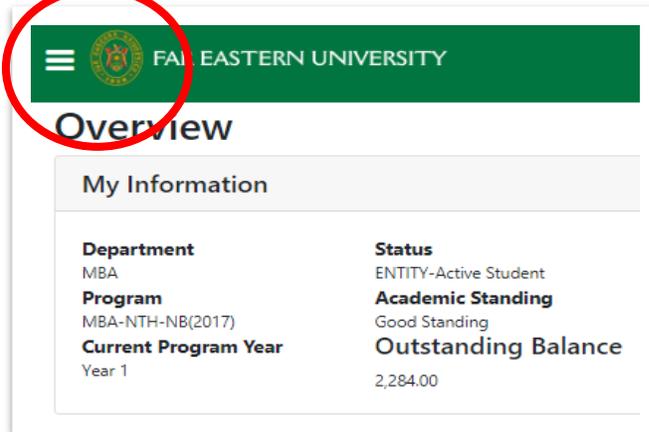
1.2 Select "Enrollment" tab
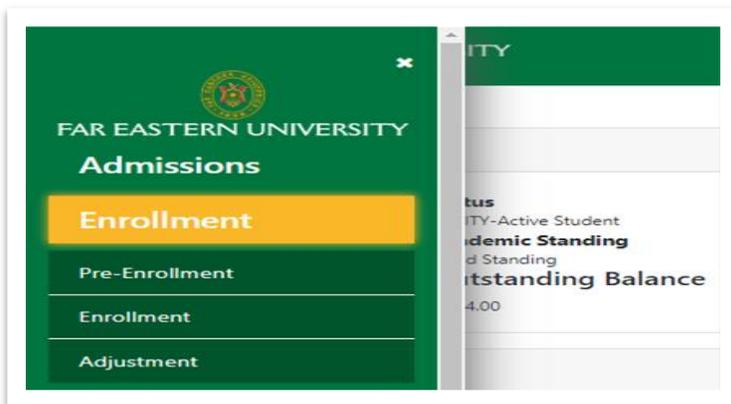
1.3 Check your enrollment eligibility

Kindly take note of the Enrollment Eligibilities
   a. Status is Active or Admitted
   b. Academic Standing is Good or Unrated
   c. No outstanding balance
   d. No academic hold

1.4 Select Enrollment Method

a) Free-course Enrollment   Ideal for students with irregular status or for students enrolling additional/advance courses/ overload courses

b) Batch Enrollment   Ideal for students regular with regular status
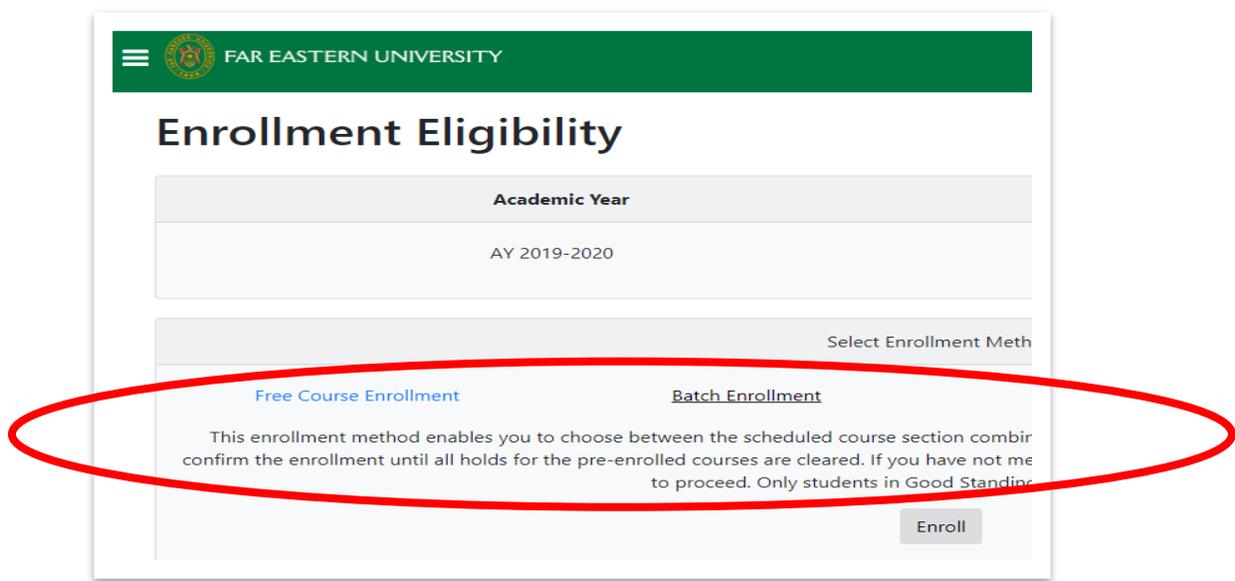
FREE COURSE ENROLLMENT	BATCH ENROLLMENT
- Select Free Course Enrollment method, then click Enroll. - Select course/s to enroll. - Select preferred section and schedule then click submit. - Click Next when all desired courses are selected. - Charges will be shown. Click Enroll to confirm - Confirmation of transaction will be shown.	- Select Batch Enrollment method, then click Enroll. - Select preferred batch. - Schedule of selected batch will be populated. Click Next. - Charges will be shown. Click Enroll to confirm. - Confirmation of transaction will be shown.

REASONS FOR BEING NOT ELIGIBLE TO ENROLL

POSSIBLE REASONS	WHAT TO DO
a. Status is On Leave	**Category A:** Returning Student (for students who stopped but did not enroll in other schools) - For returning student request via Student Central **Category B:** Readmission (for students who enrolled to another school and is returning to FEU Cavite) - For readmission process, send email to hedadmissions@feucavite.edu.ph

b. Academic Standing is Academic Warning/ Probation/ PNRA/ UNRA	**For Academic Probation and Academic Warning:** Communicate with your Department Chair for advising **For UNRA/ PNRA:** For Academic Clearance and advising. Communicate with your Department Chair and the Academic Clearance Committee.
c. With outstanding balances	Settle your previous balances at the Cashier For online payments, email your deposit slip at cashier@feucavite.edu.ph for validation. Students with Outstanding Balance are advised to settle their accountabilities or to coordinate with the Accounting Office before the start of the enrollment schedule for the 1st SEMESTER SY 2024-2025. The College will not be held liable for delay or non-acceptance in enrollment due to unsettled outstanding balances.
d. With academic hold	Communicate with your Department Chair for advising/ clearing of academic hold

ENROLLMENT STEP 2: PAYMENT

NOTES:
- **CONFIRMATION OF PAYMENT IS 3-5 WORKING DAYS**
- **DO NOT PAY UNLESS YOU HAVE ENROLLED YOUR SUBJECTS/ COURSES FOR THE 1st SEMESTER SY 2024-2025 VIA STUDENT CENTRAL**
- **STUDENTS WITH NO SUBJECTS REGISTERED VIA STUDENT CENTRAL BUT WITH PAYMENTS ARE NOT CONSIDERED AS ENROLLED.**

Modes of Payment
1. **Onsite Cashier**. School Cashiers are open **Monday to Friday** from 8 AM-4:30 PM.
2. **Via Bank of the Philippine Islands (BPI) Bills Payment Facility**
   a. **You need to be enrolled in BPI Internet Banking before you can access this facility, and follow payment procedures below:**

   1) Login to your BPI account
   2) Choose Other Services-Recipients- Manage Recipients
   3) Enroll Recipients (Step 1 to 3)
      Step 1: Recipient- Choose Billers
      Step 2: Biller: Choose Far Eastern College Silang Inc/FEUCAV
      Step 3: Reference Number: Full name of Student
         Please wait for the prompt: Enrollment was successful!
   4) Then go to Payments/Load. Choose Pay Bills. Choose FEUCAV in Pay to:
   5) Wait for payment confirmation

   b. **Over the Counter at any BPI Branch via BEA Machine**
      - please choose Bills payment and type the full name of the Student for the required reference.

3. **Online transfer or over the counter payments to our Metrobank Account below**:
   Account Name: **FAR EASTERN COLLEGE- SILANG, INC.**
   Savings Account No: **249-3-24911886-0**

4. **Other Channels**:

   Via Dragonpay payment platform   22.10.17 Online Payment through Dragonpay.png

Or Via GCash Account by using the QR code below.
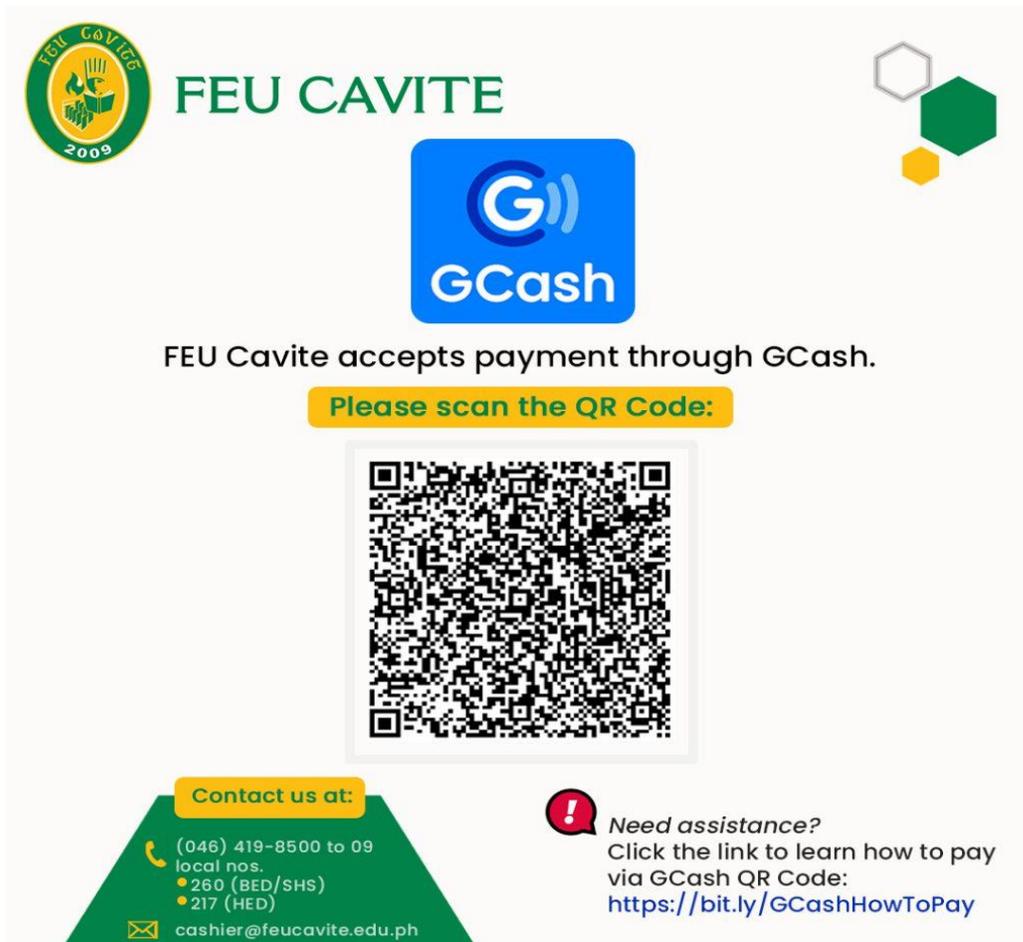
ENROLLMENT STEP 3: CERTIFICATE OF REGISTRATION (COR)

The Certificate of Registration can be viewed under the Student Reports section in Student Central. Please note that it can only be viewed/ printed if the enrollment is confirmed/ billed. This means that minimum down payment is already settled, or promissory note is already approved.

Students are advised to check and redownload the latest version of their COR after adjusting (adding/ removal of subjects, swapping of sections) to verify if the changes had been reflected.

OTHER PROCESSES

A. PETITION TO OPEN CLASSES

1. Send an email or letter of request to open subject/s to the Department Chair.
2. Accomplish the Petition to Open Course Form.
3. Request the signature of the Department Chair, the Dean, and the Registrar (responsibility of the student)
4. Once signed, student will submit the form to the NetSuite System Administrator for processing.

Note: Requests are subject for evaluation and are not automatically approved.

5. Check the Student Central if the course requested is already appearing.
6. Enroll the course.

Last day for filing of petition to open classes is on August 10, 2024. Any requests made after this date will not be entertained.

B. ADJUSTMENTS (adding/ removing courses, swapping of sections)
NOTE: Only students whose enrollment have been confirmed are eligible for adjustment requests

FREE COURSE ADJUSTMENT One-by-one adding and removing of courses and swapping of section	BATCH ADJUSTMENT Batch (group) swapping of sections
• Select adjustment method, then click Adjust. • Previously enrolled courses will be populated. Select the course to be added, removed, or swapped. • Previously enrolled courses will be populated. Select the course to be added, removed, or swapped. • Previously enrolled courses will be populated. Select the course to be added, removed, or swapped. • Revised charges will be shown. Click Adjust to confirm. • Confirmation of transaction will be shown.	• Select adjustment method, then click Adjust. • Previously enrolled courses will be populated. Select the course to be added, removed, or swapped. • Previously selected batch will be shown. Select batch new batch, then click Next. • Revised charges will be shown. Click Adjust to confirm. • Confirmation of transaction will be shown.

C. CANCELLATION OF REGISTRATION/ ENROLLMENT WITHDRAWAL

Cancellation of registration means **withdrawal/ dropping of ALL courses**, including PE/WRP and NSTP. This results to removal of all enrollment records. Procedures follow:

1. Submit a cancellation request via Student Central.
2. Submit a letter of cancellation signed by both the student and the parent / guardian stating the reason and addressed it to the Dean through the Department Chair. Email to your Department Chair, CC: enrollment@feucavite.edu.ph
3. Interview/counseling with GCCO may be recommended by the Department Chair
4. Approval of the Department Chair
5. Approval of the Dean
6. Approval of the Registrar

REFUND MATRIX FOR CANCELLATION OF REGISTRATION	
Before the start of classes	100% refund
1st Week of classes (Aug. 12 to 17, 2024)	75% refund, charge 25%
2nd Week of classes (Aug. 19 to 24, 2024)	50% refund, charge 50%
3rd Week of classes (Aug. 26 to 31, 2024)	0 refund, 100% charge

- Cancellation of Enrollment before the start of classes is subject to a Withdrawal Fee of P 1000.
- Incomplete or incorrect enrollment cancellation will be considered invalid.

D. DROPPING OF COURSES/ SUBJECTS

Dropping refers to authorized withdrawal from an enrolled course (one or more but not all). This results to the remarks of **AW** in the student's transcript of records. Procedures are as follows:

1. File drop request via Student Central, stating the reason
2. For evaluation of the Department Chair. Intervention of GCCO may be recommended depending on the reason stated
3. Approval of DC
4. Approval of Dean
5. Approval of Registrar

REFUND MATRIX FOR DROPPING OF COURSES	
1st Week of classes (Aug. 12 to 17, 2024)	100% refund
2nd Week of classes (Aug. 19 to 24, 2024)	75% refund, charge 25%
3rd Week of classes (Aug. 26 to 31, 2024)	50% refund, charge 50%
4th Week of classes (Sept. 2 to 7, 2024)	0 refund, 100% charge

IMPORTANT REMINDER: If a student drops ALL enrolled subjects during the semester, this will be considered as ENROLLMENT CANCELLATION, and will follow all processes, requirements, and refund matrix for enrollment cancellation.

LAST DAY OF DROPPING OF SUBJECTS/ COURSES
December 2, 2024   No refunds starting September 2 to December 2, 2024

E. SHIFTING

Students to another programs or track within FEU Cavite is allowed only once, generally up to the 2nd Year of study only. Students who will be shifting are to follow these procedures:

1. **Submit the accomplished Shifting form.**
This must be signed by both the student and the parents/ guardian.

2. **File shifting request via Student Central.** This is for approval of
> Former Department Chair- 1st Level
> New Department Chair- 2nd Level
> Dean- 3rd Level
> Registrar- 4th Level

The receiving department shall apply **the Selective Retention Policy** when evaluating the student for shifting.

F. RETURNING STUDENTS (CATEGORY A)

Students classified as returning students are those who paused enrollment for any reason (but did not transfer out to another HEI). Students who will be returning for re-enrollment are to follow these procedures:

1. **Email intent to return at enrollment@feucavite.edu.ph**
Provide the following information for identity verification:
- Complete name
- Student number
- Program
- Picture of your valid ID
- Semester and School Year of last attendance in FEU Cavite
- Semester and School Year intended to enroll

2. **Reactivation of FEU Cavite Office 365 account.**
Once verified, ITS will reactive the email of the student. The temporary password and account details will be sent to the personal email of the student**.**

3. **File returning student request via Student Central.**
Once you receive your new log in credentials from ITS, log in to your Student Central account and file the returning student request. This is for approval of your Department Chair, the Dean, and the Registrar.

4. **Subject/ Curriculum Advising**
Once your returning student request is approved, students are advised to visit their Department Chair for subject/ curriculum advising.
Students will be provided with a list of the recommended subjects to enroll for the current semester. Students whose residency have lapsed (maximum of 6 years residency for 4-year courses) will be shifted to the latest curriculum.

NOTE: Students with previous balance are advised to settle their accounts with the Cashier/ Accounting Office before enrolling.

5. **Enrollment and Payment**
   Register for courses via Student Central during the specified schedule, and settle your payments (see page 2 to 7)

G. RETURNING READMISSION STUDENTS (CATEGORY B)

1. Undergo returning readmission procedure with the Admissions and Financial Assistance (AFA) office.
2. Submission of the ff. documents are required
   - TOR or Copy of grades/ certificate of grades from previous HEI
   - Course description
3. ITS will reactive the email of the student. The temporary password and account details will be sent to the personal email of the student.
4. The student is to submit a returning student request via Student Central
   (accessible via the credentials provided by ITS to the student)
5. The returning student request will be approved by the Department Chair, Dean, and Registrar.
6. Once approved, the student is advised to coordinate with his/her Department Chair for subject advising and signing of the Selective Retention Policy.
7. Returning students must also check and settle previous balances to proceed to enrollment.
8. Select subjects/ courses for enrollment as advised by the Department Chair via Student Central. Refer to the enrollment schedule.

H. CROSS-ENROLLMENT (OUTBOUND)

Cross-enrollment from FEU Cavite to other HEIs is generally discouraged. However, it may be allowed if the student is graduating, and when the needed courses/ subjects are:
   1. Not offered by the College during the term of the requesting student
   2. Offered but the schedules conflict with the requesting student's other classes.

Procedures are as follows:

1. Read and sign the OUTBOUND CROSS-ENROLLMENT Conforme (3 copies)
   1 Department Chair copy
   1 Registrar's Office copy
   1 student copy
   Students may get the form from the Office of the Registrar HED

2. Submit the letter of request with attachments to the Department Chair, then the Dean for approval
   Attachments: Documents from intended HEI to cross-enroll into
      -Curriculum
      -Grading system
      - Course description of intended course to enroll

3. After the approval of the letter of request, submit a cross-enrollment request via Student Central
   1st Level - Department Chair
   2nd Level- Dean
   3rd Level -Registrar

4. Secure the Cross-Enrollment permit from FEU Cavite.
   Proceed to the Office of the Registrar HED.

5. STEP 5: Request accommodation from the HEI where the course will be cross-enrolled.
   Submit the Cross-Enrollment permit from FEU Cavite to the receiving HEI.

I. CROSS-ENROLLMENT (INBOUND)

Cross-enrollment from other HEIs to FEU Cavite

Steps	Output/ Document
1. **Submission of cross-enrollment documents to the Admissions Office for evaluation**	Documents required - Cross-enrollment permit - Course description/s -Certificate of good moral -Birth certificate After evaluating the documents, the Admissions Office will issue Student Central account to the cross-enrollee.
2. Payment of admission fee	Official Receipt from FEU Cavite Cashier
3. Obtain approval for Inbound Cross-enrollment Level 1- Department Chair (interview and approval) Level 2: Dean (approval) Level 3: Registrar (approval)	Inbound Cross-Enrollment Permit *(issued by the Registrar's Office)*
4. Enrollment Process *IMPORTANT: Student CANNOT proceed to enrollment without undergoing admissions process.* 4.1. Selection of Schedule via Student Central (Free course enrollment) 4.2. Payment of Tuition Fees 4.3. Issuance of Office 365 and Canvas 4.4 ID Information 4.5. Medical Interview and Exam	Official Receipt of payment of school fees from FEU Cavite Cashier Certificate of Registration (COR) once verified
5. Submission of Forms	Data Subject Consent Medical Forms Accomplished Conformity Policy on Fraternity and Policy on Drugs and Prohibited Substance Student Forms (For New Students, Transferrees, Cross-Enrollees, Returning Students)

DIRECTORY FOR CONCERNS

Area of Concern	Contact
• Forgotten Passwords • Inaccessible Canvas/ FEU Cavite Outlook/ Student Central	**Information Technology Services (ITS)** itservices@feucavite.edu.ph
Financial concerns • Tuition fee payment verifications/ confirmation • Request for official receipt of payments • Down payment concerns • Balances concerns • Refunds	**Finance and Accounting Office (FAO)/ Cashier** cashier@feucavite.edu.ph aacandelaria@feucavite.edu.ph
Admission • Admission of New Students and Transferees • Cross-enrollees • Returning Readmission Students • Scholarship matters • Discounts	**Admissions and Financial Assistance (AFA)** hedadmissions@feucavite.edu.ph financialassisstance@feucavite.edu.ph
General Enrollment Matters • Enrollment of old students • Returning Students • Concerns on Grades • Concerns on Crediting of Subjects • Enrollment Adjustments • Drop Requests and Enrollment Cancellation	**Registrar's Office (RO)** enrollment@feucavite.edu.ph (046) 419-8500 to 09 local 208 09065781046