



De La Salle University Dasmariñas
High School Department

ELECTIVE ENROLLMENT PROCEDURE & GUIDELINES

A.Y. 2020 - 2021, First Semester
Term 2

#possibilitiesbeginhere

ELECTIVE ENROLLMENT PROCEDURE & GUIDELINES

A.Y. 2020 - 2021, First Semester

Step **1**

Each student will be asked to answer a survey where they will name their top THREE (3) most preferred electives

A. All students are required to provide their top THREE (3) preferred electives.

B. Link of the survey will be given by their Homeroom advisers during the first week of classes.

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Step 2

Generation of class lists

- A. Enrollment to an elective subject will be based on a **first come, first served basis**.
- B. The maximum number of students per class is 40.
- C. If a student is unable to get into his/her first choice, he/she will be enrolled to his/her 2nd choice. If again, the student is not able to get into his/her 2nd choice, he/she will be enrolled to his/her 3rd choice.



Step 3

Confirmation of enrollment

A. The adviser will inform the students of their final enrolled electives by posting the official list of enrolled electives per student in the Homeroom Schoolbook class. The adviser will ask each student to confirm by typing "acknowledged" in the comment section.

B. The adviser must ensure that all students are informed and have acknowledged the official list.

Step 3

Confirmation of enrollment

C. If a student does not have a confirmed elective yet, the adviser must help his/her student to choose an elective based on the list of elective subjects with open slots.

D. The adviser will email the Academic Coordinators to certify that all students on the list were informed and have acknowledged their official elective subjects. The adviser will also attach to the said email the list of students who have chosen their final elective (in Excel format) from the list of electives with open slots.

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4
Step

Finalize the class list to include late enlistment

The Academic Coordinators will finalize class the list based on the list submitted by the advisers.

5
Step

Enrollment of students in Schoolbook elective class

Elective teachers will be enrolling their students into their respective Schoolbook classes, based on the official list provided by the Academic Coordinators.

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