



To : ALL STUDENTS CONCERNED
From : OFFICE OF THE DEAN
Date : June 20, 2023
Re : **SUMMER TERM ENROLLMENT GUIDELINES**

Below are the guidelines in summer term enrollment. Please take note of the following:

1. In the matter of online enrollment.

- Summer enrollment shall be purely online enrollment thru student information academic portal (Aims portal). Onsite enrollment shall not be allowed.

2. In the matter of taking Clinical Legal Education Program – CLEP 1.

- Students taking CLEP 1 should have submitted all official documentary requirements to the Registrar's office before enlistment.
- Students should have taken and passed all first-year subjects prior to the enlistment of CLEP 1.
 - See Rule 138-A Law Student Practice.
 - Dean's Memo dated January 7, 2022, ENROLLMENT of CLEP SUBJECTS.
 - Registrar Memo 2021-029. Documentary requirements prior to the enrollment of CLEP Subjects.
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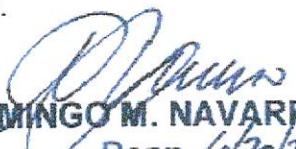
3. In the matter of taking Clinical Legal Education Program – CLEP 2.

- Students should have taken and passed all first year to third year subjects prior to the enlistment of CLEP 2.
 - See Rule 138-A Law Student Practice.
 - Dean's Memo dated January 7, 2022, ENROLLMENT of CLEP SUBJECTS.
 - Registrar Memo 2021-029. Documentary requirements prior to the enrollment of CLEP Subjects.

4. In the matter of conditional enrollment.

- A request letter for conditional enrollment should be addressed to the Dean, stating relevant subjects with pending grades and advance subjects to be enrolled. If the student fails in the pre-requisite subject, the student shall drop the enrolled advanced subject. Otherwise the same will not be credited.

For your information and guidance.


DOMINGO M. NAVARRO
Dean 6/20/23