



SAINT MICHAEL'S COLLEGE OF LAGUNA

Biñan, Laguna

Office of the President

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POLICIES ON ADMISSION

The policies on admission and retention are critical and crucial as they directly affect the level of enrollment that each program enjoys. These relate to the program's viability, which is a major concern of every school as a responsibility center. The Board of Directors believes that viability is pre-requisite before the academic functions can efficiently and effectively proceed.

1. Admission of applicants to the program in the College applies the "open admission selective retention policy."
2. Open Admission means that the applicants who have complied with the prescribed admission requirements including the NCAE results can be admitted to the program.
3. The applicant should take SMCL's multiple intelligence test.
4. The interview of the applicant by the Dean/Department Head or his/her designate is not required. Only transferees/second coursers need to pass this interview.
5. Based on the merits of the applicant's compliance to the pre-enrolment requirements, the Admission Committee decides on the applicant's acceptance to the program. On a case to case basis, reconsideration maybe given.
6. Applications for enrolment are available/downloadable starting August. In this case, a copy of the third year grades and first quarter grades in English, Math, and Science are required.
7. Selective retention means that the student stays in the program if he/she satisfies the academic requirements of the program. Otherwise, he/she cannot re-enroll for the succeeding term.

These policies have been approved by the Board of Directors during the 07 September 2007 Meeting and will be implemented effective the second semester of Academic Year 2007-2008. These supersede prior policies that run counter to their implementation.

Please be guided accordingly.

LOURDES ALMEDA-SESE, Ed.D.

President