



Republic of the Philippines
BATANGAS STATE UNIVERSITY
The National Engineering University
ARASOF-Nasugbu Campus

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College of Criminal Justice Education

CCJE Enrollment Process for Old Students
Academic Year 2025–2026

Requirements Before Enrollment

- 1. **Prospectus** – Your academic reference for course sequencing and prerequisites.
- 2. **Proposal Slip** – To be filled with the courses you intend to enroll for the semester.
- 3. **Program of Study** – Helps you keep track of the courses you need to take each semester and estimate your expected year of graduation.

Step-by-Step Enrollment Process

Step 1: Fill Out Your Prospectus

Use your **CCJE Prospectus 2025** as a guide. Identify the subjects in your current year level and check if you have already taken and passed the required **prerequisites**.

Example: If you are in 2nd Year - 1st Semester, ensure you passed prerequisites like CDI 101 before enrolling in CDI 102, and LEA 101 before enrolling LEA 102.

| Final Grades | Course Code | Descriptive Title of Subject | Credits | Lec Hour/s | Lab Hour/s | Pre-Requisite/s |
|------------------------------|-------------|---|---------|------------|------------|-----------------|
| Second Year – First Semester | | | | | | |
| | GEd 101 | Understanding the Self (General Psychology) | 3 | 3 | 0 | - |
| | GEd 105 | Reading in Philippine History | 3 | 3 | 0 | - |
| | GEd 103 | Life and Works of Rizal | 3 | 3 | 0 | - |
| | FILI 103 | Retorika – Masining na Pagpapahayag | 3 | 3 | 0 | - |
| | CHEM 106 | General Chemistry (Organic) | 3 | 2 | 1 | - |
| | CLI 101 | Introduction to Philippine Justice System | 3 | 3 | 0 | - |
| | LEA 102 | Law Enforcement Operations and Planning with Crime Mapping | 3 | 3 | 0 | LEA 1 |
| | CDI 102 | Technical English 1 (Investigative Report Writing and Presentation) | 3 | 3 | 0 | CDI 101 |
| | | | 24 | 23 | 1 | |

Step 2: Evaluate Your Eligibility

- If you **passed all prerequisites**, you may proceed with regular enrollment.
- If you **failed a prerequisite**, you may:
 - **Retake the failed subject** if it is offered this semester, provided that your **total enrolled units do not exceed the maximum allowable for your year level**. In the second year, first semester, the maximum allowable units are 24.
 - Take an **advanced subject only** if the **prerequisite for that subject has been passed**, even if it is in the next year level.


| Final Grades | Course Code | Descriptive Title of Subject | Credits | Lec Hour/s | Lab Hour/s | Pre-Requisite/s |
|------------------------------|-------------|---|---------|------------|------------|-----------------|
| Second Year – First Semester | | | | | | |
| | GEd 101 | Understanding the Self (General Psychology) | 3 | 3 | 0 | - |
| | GEd 105 | Reading in Philippine History | 3 | 3 | 0 | - |
| | GEd 103 | Life and Works of Rizal | 3 | 3 | 0 | - |
| | FILI 103 | Retorika – Masining na Pagpapahayag | 3 | 3 | 0 | - |
| | CHEM 106 | General Chemistry (Organic) | 3 | 2 | 1 | - |
| | CLI 101 | Introduction to Philippine Justice System | 3 | 3 | 0 | - |
| | LEA 102 | Law Enforcement Operations and Planning with Crime Mapping | 3 | 3 | 0 | LEA 1 |
| | CDI 102 | Technical English 1 (Investigative Report Writing and Presentation) | 3 | 3 | 0 | CDI 101 |
| | | | 24 | 23 | 1 | |

Step 3: Prepare Your Proposal Slip


List down your selected courses for the semester. Fill out the **Proposal Slip Form** completely.

Note:

- ✓ Verify all course titles, codes, and units for accuracy.
- ✓ Do not fill out the evaluation and approval sections — these will be completed during submission.
- ✓ Leave the schedule and section fields blank unless you have already enrolled online.
- ✓ Ensure all required fields are properly filled out — incomplete information may cause delays in your registration.
- ✓ The Dean’s Copy must be submitted on the CCJE office.

| | | | | | | |
|---|---------------------------------------|---|---|---------|-----|-----|
|  | Reference No.: BatStateU-FO-COL-14 | Effectivity Date: May 18, 2022 | Revision No.: 01 | | | |
| PROPOSAL SLIP | | | | | | |
| <input checked="" type="checkbox"/> Undergraduate | | <input type="checkbox"/> Graduate | | | | |
| Name | | Semester | First | | | |
| College | College of Criminal Justice Education | Academic Year | 2025-2026 | | | |
| Program | Bachelor of Science in Criminology | SR Code | | | | |
| Major | | Section | | | | |
| <input type="checkbox"/> New Student | | <input checked="" type="checkbox"/> Old Student | <input type="checkbox"/> Regular | | | |
| <input checked="" type="checkbox"/> Irregular | | | | | | |
| Scholarship (if any) | | | | | | |
| Day | Time | Course Code | Course Title | Unit(s) | Lec | Lab |
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| Evaluated by: | | | Approved by: | | | |
| Ms. ELSIE I. MONTEALEGRE OIC-Program Chairperson, BSC | | | Atty. RAE ABBY D. APASAN-AQUINO OIC-Dean, CCJE | | | |
| Date: | | | Date: | | | |

Registrar's Copy

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|---|---------------------------------------|---|---|---------|-----|-----|
|  | Reference No.: BatStateU-FO-COL-14 | Effectivity Date: May 18, 2022 | Revision No.: 01 | | | |
| PROPOSAL SLIP | | | | | | |
| <input checked="" type="checkbox"/> Undergraduate | | <input type="checkbox"/> Graduate | | | | |
| Name | | Semester | First | | | |
| College | College of Criminal Justice Education | Academic Year | 2025-2026 | | | |
| Program | Bachelor of Science in Criminology | SR Code | | | | |
| Major | | Section | | | | |
| <input type="checkbox"/> New Student | | <input checked="" type="checkbox"/> Old Student | <input type="checkbox"/> Regular | | | |
| <input checked="" type="checkbox"/> Irregular | | | | | | |
| Scholarship (if any) | | | | | | |
| Day | Time | Course Code | Course Title | Unit(s) | Lec | Lab |
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| Evaluated by: | | | Approved by: | | | |
| Ms. ELSIE I. MONTEALEGRE OIC-Program Chairperson, BSC | | | Atty. RAE ABBY D. APASAN-AQUINO OIC-Dean, CCJE | | | |
| Date: | | | Date: | | | |

Dean's Copy

Copy the courses (from your Prospectus and Proposal Slip) into your **Program of Study Form**. Make sure to plot failed subjects on the semester when they are next offered.

- ✓ Only **typewritten entries** will be accepted, and check the correct header and footer.
- ✓ You are only qualified to take **CRIM 109: Professional Practice & Review with Comprehensive Examination during your final semester**, and only together with the courses listed in the Fourth Year – Second Semester of your prospectus.
- ✓ **Ensure all required fields are properly filled out** — incomplete information may cause delays in your registration. *In particular, make sure the correct academic year is indicated for your year level, as this will be used to track your expected graduation date and determine the maximum allowable units per semester based on the prospectus.*
- ✓ For **5th and 6th year students**, the maximum allowable load is **21 units**.
- ✓ Ensure that **each page** of program of study have a **date, name of student and SR code**.
- ✓ **The last page must contain both the final-semester course list and the signatories.** A page that contains signatories only—without the final-semester courses—will not be accepted, so adjust the lay out to bring the last-semester courses down onto the same page.

Step 5: Submit Your Documents

- Prospectus
- Proposal Slip
- Program of Study

Step 6: Proceed to the **Office of the Registration Services** to complete your enrollment.

Thank you!!!!