

# 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			
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## **Step 2: Evaluate Your Eligibility**

- If you passed all prerequisites, you may proceed with regular enrollment.
- If you **failed a prerequisite**, you may:
  - o 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.
  - o 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	-
	CLJ 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.

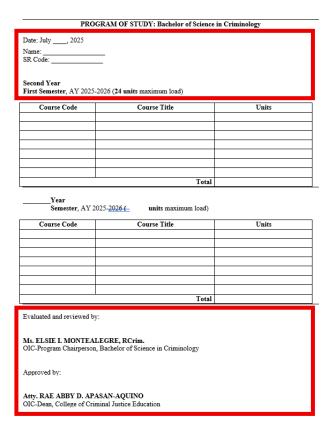
	Reference No.	: BatStateU-FO-C0	OL-14	Effectivity Date: M	ay 18, 2022		Revision	No.: 01	
			PROI	POSAL SLIP					
☑ Und	ergraduate			Graduate					
Name					Semester	First			
College	College of Criminal Justice Education				Academic Year	2025-2026			
Program	Bachelor of Sci	ence in Criminolog	sy .		SR Code				
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Ms. ELSIE I. MONTEALEGRE					Atty. RAE ABBY D. APASAN-AQUINO				
OIC-Program Chairperson, BSC OIC-Dean, CCJE									
Dean's Co	ate:			Date:					

## **Step 4: Finalize Your Program of Study**

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.

#### Note:

- ✓ 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**

After completing the following:

- Prospectus
- Proposal Slip
- Program of Study

Proceed to the **CCJE Office** on your scheduled enrollment date (based on your year level) to have your documents signed and validated.

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

Step 7: Return the Dean's Copy of the Proposal Slip to the CCJE Office for official filing.

Thank you!!!!