

ENROLLMENT (Juris Doctor Program)

A. Requirements For Freshmen:

- Transcript of Records (Original & Photocopy)
- Honorable Dismissal (Original & Photocopy)
- Good Moral Certificate (Original & Photocopy)
- NSO/PSA Birth Certificate (Original & Photocopy)
- 2 pieces 2x2 Picture with White Background and Name Tag
- 1 piece Long Brown Envelope and 1 piece Long Folder
- Notarized Affidavit (Undertaking/Waiver) if any of the said requirements are not yet available upon enrolment, kindly download the Notarized Affidavit (Undertaking/Waiver) through this link:

https://docs.google.com/document/d/1gv5qPN_UTCWFCniiz0vUWq3o0mWwaBtT/edit

Note: Ensure that original copies thereof must be submitted to the Registrar's Office within the 2nd week of classes of the semester.

Announcement of **Entrance Examination Results** will be on July 10-12, 2024, through Facebook page: <https://www.facebook.com/jhscschooloflaw> or website https://jhsc.edu.ph/?page_id=4876

For Portal Registration:

- send your full name and course (JD-1) via email at support@jhsc.edu.ph;
- ask for your username and password for portal registration; and
- after receiving your username and password, log-in to <https://online.jhsc.edu.ph/> using your username and password to be officially registered to the JH Quest Portal.

For Online Enrollment:

- log-in using your given username and password at <https://online.jhsc.edu.ph/>;
- click the Enrolment button to start the enrolment process and follow the instructions provided on the portal;
- Make sure you have enlisted your subjects before proceeding to the cashier for the tuition fee downpayment (personally)
- give the official receipt at the Registrar's Office for confirmation and further instructions.

B. For Transferee

- Transcript of Records (Original & Photocopy)
- Honorable Dismissal (Original & Photocopy)
- Good Moral Certificate (Original & Photocopy)
- NSO/PSA Birth Certificate (Original & Photocopy)
- 2 pieces 2x2 Picture with White Background and Name Tag
- Notarized Affidavit (Undertaking/Waiver) if any of the said requirements are not yet available upon enrolment, kindly download the Notarized Affidavit (Undertaking/Waiver) through this link:

<https://docs.google.com/document/d/1gv5qPN UTCWFCniiz0vUWq3o0mWwaBtT/edit>

Note: Ensure that original copies thereof must be submitted to the Registrar's Office within the 2nd week of classes of the semester.

Note: The Transcript of Records must be evaluated first by the Registrar before the applicant can proceed to Portal Registration.

For Portal Registration:

- send your full name and course (JD – I, II, III or IV) via email at support@jhpsc.edu.ph;
- ask for your username and password for portal registration; and
- after receiving your username and password, log-in to <https://online.jhpsc.edu.ph/> using your username and password to be officially registered to the JH Quest Portal.

For Online Enrollment:

- log-in using your given username and password at <https://online.jhpsc.edu.ph/>;
- click the Enrolment button to start the enrolment process and follow the instructions provided on the portal;
- Make sure you have enlisted your subjects before proceeding to the cashier for the tuition fee downpayment (personally)
- give the official receipt at the Registrar's Office for confirmation and further instructions.

C. For Continuing Students

For continuing students, there must be an **Evaluation of Grades** by the Registrar before proceeding to enrolment process.

For Online Enrolment:

- log-in using your given username and password at <https://online.jhpsc.edu.ph/>;
- click the Enrolment button to start the enrolment process and follow the instructions provided on the portal;
- Make sure you have enlisted your subjects before proceeding to the cashier for the tuition fee downpayment (personally)
- give the official receipt at the Registrar's Office for confirmation and further instructions.

Contact Details:

E-mail: sol@jhpsc.edu.ph

Facebook Page: <https://www.facebook.com/jhpscscschoolorflaw>

Website: https://jhpsc.edu.ph/?page_id=4876

Telephone Number: (062) 945-0727

Address: F. Consolacion St., Balangasan District, Pagadian City,
Zamboanga del Sur