

# 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):

<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 through Facebook page: <https://www.facebook.com/jhcscschooloflaw> or website [https://jhcsc.edu.ph/?page\\_id=4876](https://jhcsc.edu.ph/?page_id=4876)

#### ***For Portal Registration:***

- send your full name and course (JD-1) via email at [support@jhcsc.edu.ph](mailto:support@jhcsc.edu.ph);
- ask for your username and password for portal registration; and
- after receiving your username and password, log-in to <https://online.jhcsc.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.jhcsc.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@jhscs.edu.ph](mailto:support@jhscs.edu.ph);
- ask for your username and password for portal registration; and
- after receiving your username and password, log-in to <https://online.jhscs.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.jhscs.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.jhscs.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@jhscs.edu.ph](mailto:sol@jhscs.edu.ph)

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

Website: [https://jhscs.edu.ph/?page\\_id=4876](https://jhscs.edu.ph/?page_id=4876)

Telephone Number: (062) 945-0727

Address: F. Consolacion St., Balangasan District, Pagadian City,  
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