UNDERGRADUATE ENROLLMENT
AY 2017-18, Term 3

DEADLINE FOR PAYMENT OF TUITION AND FEES		
Payment without Surcharge	-	until 19 May 2018
Payment with Surcharge	-	from 21 May to 02 Jun 2018
Last day of Payment	-	02 Jun 2018
ADDITIONAL CASHIERS COUNTERS	15 May to 02 Jun 2018 -	4th floor of Henry Sy Sr. Hall
	04 to 16 Jun 2018 -	2nd floor of Henry Sy Sr. Hall

PAYMENT OF TUITION AND FEES CAN ALSO BE MADE VIA THE FF:

ACCOUNT NAME:	BANK:
DE LA SALLE UNIVERSITY - MANILA	METROBANK
	UCPB
	UNIONBANK

1) Present a copy of your Enrollment Assessment Form (EAF) when paying at any branch.

2) Indicate the name of student as payer in the bills payment slip.

3) After three (3) working days from date of payment, submit an EAF copy, together with the bills payment slip, and claim the official receipt at the Accounting Office (G/F La Salle Hall).

For more details, please refer to this link
http://www.dlsu.edu.ph/offices/accounting/payments/default.asp

EXPIRES ON: 04 JUL 2018

UNDERGRADUATE ENROLLMENT
AY 2017-18, Term 3

DEADLINE OF SETTLEMENT OF CLEARANCE	
10 Mar 2018 (F)	• Access http://animo.sys.dlsu.edu.ph 　Click SELF SERVICE ➔ STUDENT CENTER • Also access https://my.dlsu.edu.ph/

DEADLINE OF DROPPING OF COURSES

LOG IN at http://animo.sys.dlsu.edu.ph	**ONLINE** for **ID 116 and below**	M-F 08:00 – 20:00 only S 08:00 – 12:00 only
100% REFUND		10 - 23 Apr 2018 25 Apr - 19 May 2018
90% REFUND		21 - 26 May 2018
80% REFUND		28 May - 02 Jun 2018
0% REFUND		04 - **16** Jun 2018

For Upperclassmen (ID 112 and below) of DLSU-Laguna Campus, SERP Program will be used.

DROPPING PROCEDURE:
(For Taft-based students and Laguna-based students with ID 113 to 117)

CLICK:

➢ "SELF SERVICE"
➢ "ENROLLMENT"
➢ "DROP CLASSES" (Choose the course to be dropped)
➢ "NEXT"
➢ "FINISH DROPPING"

Students with 12 units and below must submit a Manual Dropping Form at the Enrollment Services Hub (ESH).

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UNDERGRADUATE ENROLLMENT
AY 2017-18, Term 3

STEP 1:   ACCOUNT ACTIVATION

For students who paid tuition after **20 Jan 2018**, activate your My.LaSalle account via https://my.dlsu.edu.ph/create_account.asp

STEP 2:   CLEARANCE & COURSE OFFERINGS

- Settle clearances not later than **10 Mar 2018** *(please see page 2).*
- Log in at http://my.dlsu.edu.ph and http://enroll.dlsu.edu.ph/dlsu/view_actual_count (For Taft-based students and Laguna-based students with ID 113 to 117)

STEP 3:   ON-LINE ENROLLMENT

Log in at http://animo.sys.dlsu.edu.ph
(For recently activated MLS account, animo.sys can be accessed after 30 minutes)

Online Enrollment Steps	CLICK:	➤ "SELF-SERVICE" ➤ "ENROLLMENT" ➤ "ADD CLASSES"
	TYPE:	➤ CLASS NUMBER Unique identifier for each course code & section: http://enroll.dlsu.edu.ph/dlsu/view_actual_count
	CLICK:	➤ "NEXT" To continue adding classes, type the class number ➤ "PROCEED TO STEP 2 OF 3" ➤ "FINISH ENROLLING'

For Upperclassmen (ID 112 and below) of DLSU-Laguna, enroll via SERP.

STEP 4:   SELF-PRINTING OF EAF

10 Apr to 07 Jul 2018	Print your EAF through your My.Lasalle account.

UNDERGRADUATE ENROLLMENT
AY 2017-18, Term 3

REVISED AS OF 08 MAR 2018

ON-LINE ENROLLMENT SCHEDULE
(Including Laguna-based ID 113 and above)

Log in animo.sys.dlsu.edu.ph

19 Mar 2018 (M)	Dean's List – First Honors ID 114 & below*	08:00 – 21:00
	Dean's List – First Honors ID 115, 116 & 117	09:00 – 21:00
	Advance Enrollees Recommended by Offices	10:00 – 21:00
	Dean's List – Second Honors ID 114 and below*	11:00 – 21:00
	Dean's List – Second Honors ID 115, 116 & 117	12:00 – 21:00

*TERM GPA OF TERM 1, AY 2017-2018
* AND STUDENTS WHO ARE ON THE OFFICIAL LIST POSTED ON THE DLSU WEBSITE

ON-LINE ENROLLMENT SCHEDULE
Log in animo.sys.dlsu.edu.ph

19 Mar 2018 (M)	Enrollment - GCOE / BAGCED / COS	16:00 – 21:00	ID 114 and below
	Enrollment - GCOE / BAGCED / COS	17:00 – 21:00	ID 115, 116 and 117
	Enrollment - RVRCOB / LC/ SOE	18:00 – 21:00	ID 114 and below
	Enrollment - RVRCOB / LC/ SOE	19:00 – 21:00	ID 115
Note: Students unable to enroll during the indicated schedule above may do so the next day from 0900 to 1600			
20 Mar 2018 (T)	Enrollment - RVRCOB / LC/ SOE	09:00 – 16:00	ID 116 and 117
	Enrollment – CCS / CLA	10:00 – 16:00	ID 114 and below
	Enrollment – CCS / CLA	11:00 – 16:00	ID 115
	Enrollment – CCS / CLA	12:00 – 16:00	ID 116 and 117
Note: The Enrollment Support will be available until 21 Mar 2018 (2100) only			
21 Mar 2018 (W)	Inter-College Enrollment (All colleges)	09:00 – 21:00	ID 115, 116 and 117
		10:00 – 21:00	ID 114 and below

EXPIRES ON: 04 JUL 2018

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UNDERGRADUATE ENROLLMENT
AY 2017-18, Term 3

ON-LINE ENROLLMENT SCHEDULE
SERP (DLSU Laguna Campus ID 112 and below)

19 Mar 2018 (M)	Dean's List – First Honors ID 111 & below	08:00 – 17:00
	Dean's List – First Honors ID 112	
	Advance Enrollees Recommended by Offices	
	Dean's List – First Honors ID 111 and below	
	Dean's List – Second Honors ID 112	
	Enrollment - GCOE, CLA, CCS and RVRCOB	11:00 – 17:00

ENROLLMENT SUPPORT

	For assistance regarding Enrollment concerns, personnel from the following offices are available on **19 – 21 Mar 2018 (0800 – 2100)**:
OUR (ENROLLMENT SUPPORT)	(02) 5244611 local 116 or registrar@dlsu.edu.ph
ITS (HELP DESK)	(02) 5244611 local 316 or 466 or itservices@dlsu.edu.ph

PETITION OF COURSES

26 Mar 2018 (0800 – 2000)	Log in at **http://animo.sys.dlsu.edu.ph**

INTER-CAMPUS ENROLLMENT

26 Mar to 19 May 2018	• **For Laguna and Taft Campus**

- Download the form at http://www.dlsu.edu.ph/offices/registrar/_pdf/EN-34-201407.pdf.
- Submit accomplished form at Enrollment Services Hub (Laguna or Taft Campus) one (1) week before the start of the online enrollment.

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UNDERGRADUATE ENROLLMENT
AY 2017-18, Term 3

RETURNEES	
16 – 21 Apr 2018	Visit your Associate Dean *(formerly Vice Dean)* / Academic Programming Officer.

ADJUSTMENT		
25 Apr – 18 May 2018	Only for students: • enlisted with <u>**15 UNITS AND BELOW (before 24 Apr 2018)**</u> and • **with failures for AY 2017-18, Term 2**	
	LOG IN SCHEDULES (DAY 1 ONLY):	1000 - 2000 - ID 115, 116 & 117 1100 - 2000 - ID#114 1300 - 2000 - ID#113 1500 - 2000 - ID#112 and below
	• Please see **STEP 4.**	

SECURING OF SPECIAL ADJUSTMENT PASS	• Log in at http://my.dlsu.edu.ph (UNTIL ALLOCATION IS EXHAUSTED) • **18 May 2018** (0800 – 2000)
SPECIAL ADJUSTMENT	• Log in at http://animo.sys.dlsu.edu.ph • **21 and 22 May 2018** (0800 – 2000)

Reminders:

▪ The Special Adjustment Pass is non-transferable.

▪ The Special Adjustment can **only** be done during the time schedule printed on the Adjustment Pass. Students will only be allowed to access the site during their assigned schedule.

▪ A Special Adjustment Fee of Php 150.00 will be collected from all students who will secure the Pass.

▪ If a student fails to adjust or was not successful in changing the schedule, the adjustment fee will still apply. The official receipt needs to be presented at the Associate Dean's Office.

▪ Students who will not proceed with the Special Adjustment process after securing the Adjustment Pass cannot secure a Pass the following term.

▪ Students must ensure that they have passed the necessary prerequisite courses when adjusting.

▪ For inquiries, contact your College President, Campus President (Laguna Campus), or Academic Programming Officer/ Associate Dean.

EXPIRES ON: 04 JUL 2018

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UNDERGRADUATE ENROLLMENT
AY 2017-18, Term 3

AUDIT & SPECIAL CLASS ENROLLMENT	
14 – 25 May 2018	• **Submit Forms to the Associate Dean's Office (DLSU Manila) / Academics Director (DLSU Laguna Campus).** • Download the Special Class Form from http://www.dlsu.edu.ph/offices/registrar/_pdf/EN-05-201309.pdf
21 May – 02 Jun 2018	• **Pick up the AUDIT/SPECIAL class form from the department, and submit to:** Enrollment Services Hub - Lobby Area (2/F of Henry Sy, Sr. Hall) Mon – Fri: 0800 – 18:00 and Sat: 0800 – 15:00 • Please see STEP 4.

QLY - Online Enrollment		
04 – 30 Jun 2018	Mon – Fri: 0800 – 1700 only	Log in at http://animo.sys.dlsu.edu.ph

https://www.facebook.com/dlsu.academicservicesgroup