**Department Of Registration Records Management**

email: [drrm.cal@ue.edu.ph](mailto:drrm.cal@ue.edu.ph)

**Class Registration**

To register for courses at the university, students are required to utilize the UE Online registration system. You can access it by logging in to https://www.ue.edu.ph/iEnroll/login.html

**Registration deadline for the upcoming semester**

Visit the UE School Calendar. View this link: <https://www.ue.edu.ph/mla/school-calendar-events-activities/>

**Request an official transcript of records**

You have the option to apply either onsite or online via email. For onsite applications, you can visit the NDDRM office to fill out the necessary form and obtain clearances from various offices such as SAO, Accounting, etc., and pay the required fee. Processing time typically takes a maximum of 15 working days, but it may take longer if done online.

**Process of dropping a subject**

To drop subjects, you can access your student portal and navigate to online transactions, then select the option for dropping subjects.

**Drop or add class after a semester started**

You have the option to drop a subject for the current semester up until the first day of midterm exams. This ensures that your withdrawal is officially recorded, and your transcript will reflect a "W" (withdrawn) mark for the dropped subject.

**Pre-requisite for certain courses and how to fulfill them**

To find out your prerequisites, it's recommended to request the curriculum template from your college, as it includes the necessary prerequisites.

**Request course substitution**

Proceed to your concern college.

**Application for graduation**

Ensure that you're identified as a graduating student. If not, proceed directly to your college and inquire why you haven't been marked as graduating.

**Transfer credits to another institution**

If you're considering transferring to UE, simply head straight to the admission office. They'll assist you in the process of crediting your subjects from other colleges.

**Special registration for students with disabilities**

When you visit the admission office for enrollment, you have the option to declare yourself as a PWD (Person With Disability). A list of PWDs with their respective disabilities is maintained, and memos are sent to various colleges to ensure appropriate accommodations are provided.

**Request a course withdrawal with academic penalty**

For freshmen, you have a window of 2 weeks to withdraw all your credentials. There won't be any academic penalty, but there will be a financial penalty due to deduction fees.

**Request certificate of enrollment**

You can apply online or onsite and apply for certificate of enrollment or certified true copy of records in university.

**Policy on requesting transcript and sending it to multiple recipients**

individuals apply to the university for a copy of their transcript, especially when applying for master's degree programs abroad. The university then directly sends the records to the respective institutions.

Here are the online transactions available in the student portal:

* [iEnroll https://www.ue.edu.ph/iEnroll/login.html](https://www.ue.edu.ph/iEnroll/login.html)
* [Dissolved Class https://www.ue.edu.ph/portals/sp/dissolvedclass](https://www.ue.edu.ph/portals/sp/dissolvedclass)
* [Apply for Student I.D. https://www.ue.edu.ph/portals/sp/applyid](https://www.ue.edu.ph/portals/sp/applyid)
* [Invalidation of Registration https://www.ue.edu.ph/portals/sp/invalidregs](https://www.ue.edu.ph/portals/sp/invalidregs)
* [Cancellation of Registration https://www.ue.edu.ph/portals/sp/cancelregs](https://www.ue.edu.ph/portals/sp/cancelregs)
* [Dropping of Subject https://www.ue.edu.ph/portals/sp/dropsubject](https://www.ue.edu.ph/portals/sp/dropsubject)
* [Removal of LFR Mark https://www.ue.edu.ph/portals/sp/removaloflfr](https://www.ue.edu.ph/portals/sp/removaloflfr)
* [Online Payment](https://www.ue.edu.ph/portals/sp/onlinepayment) https://www.ue.edu.ph/portals/sp/onlinepayment

Dear Warrior Enrollees:

Please be advised that your Tuition and Other Fees payable to the **UNIVERSITY OF THE EAST** should be paid only through our legitimate payment platforms as follows:

1. Campus Tellers (i.e., Over the Counter)
2. Philippine National Bank (Online/Mobile Banking or Over the Counter at any PNB branch)
3. Bills Payment (via GCash, Paymaya/Maya and Bancnet-affiliated banks)
4. Fund Transfer (Online/Mobile Banking via InstaPay)
5. Credit/Debit Card via Global Pay (payment links for which may be sent to your email address from finance@ue.edu.ph or Global Payments Email Pay via emailpay@gpapecomm.com)

The recipient account should be **verified** and named after the **UNIVERSITY OF THE EAST** or **UNIVERSITY OF THE EAST CALOOCAN**.

**THE UNIVERSITY OF THE EAST DOES NOT CALL OR TEXT ANY UE STUDENT OR ENROLLEE TO PAY FOR THEIR ACCOUNT BALANCES. SUCH COMMUNICATIONS ARE EXCHANGED THROUGH THE FOLLOWING:**

1. Student Accounts Section (Over the Counter)
2. Official Email of the University Addressed to the Students
3. Postal Mail

For balance inquiries, you may call the UE Student Accounts Section via tel. no. 8735-5471 local 347. For payment inquiries, you may call the UE Finance Department via tel. no. 8735-5471 local 335, 337 or 437.

**Please be guided accordingly. Thank you.**

* [Apply for Refund https://www.ue.edu.ph/portals/sp/refund](https://www.ue.edu.ph/portals/sp/refund)