**Process for the Online Application for Removal of an LFR Mark**

1. **Initiation**:
   * All communications are conducted via the official UE email account.
2. **Form Completion**:
   * The student downloads the Application Form for Removal of an LFR Mark from the Student Portal.
   * The form is filled out with the required details.
3. **Payment**:
   * The student pays the application fee using GCash or designated online banking services.
4. **Submission**:
   * The accomplished form, along with proof of payment, is emailed to the Dean.
5. **Dean’s Role**:
   * The Dean, through the Department Chairperson, informs the relevant faculty member of the student’s application for further action.
   * If the faculty member is no longer with the University, the Department Chairperson assumes responsibility for facilitating the process.
6. **Faculty/Department Chairperson's Action**:
   * The faculty member (or Department Chairperson) communicates with the student and arranges necessary activities, such as removal examinations or completion of final requirements listed in the class record.
7. **Submission of Documents**:
   * The faculty member or Department Chairperson submits the completed application form, corrected examination papers, or final requirement documentation to the Dean within five (5) calendar days.
8. **Dean’s Verification**:
   * The Dean forwards the signed application form in PDF format, along with the student’s proof of payment, to the Comptroller’s Department.
9. **Cashier’s Role**:
   * The Cashier issues an official receipt to the student and informs the Comptroller’s Department of the updated status.
10. **Final Validation**:
    * The Comptroller’s Department validates the student’s account and distributes copies of the verified application form to the following recipients:
      + Dean
      + DRRM (Department for Records and Registration Management)
      + Student
      + Faculty

**Procedure for Online Dropping of UE College Subjects**

1. **Log In:**
   * **Access the UE Student Portal at** [**https://www.ue.edu.ph/portals/sp/login.php**](https://www.ue.edu.ph/portals/sp/login.php)**.**
2. **Initiate Transaction:**
   * **On the Student Portal Dashboard, go to the "Online Transactions" section and select "Dropping of Subjects."**
3. **Select Subjects:**
   * **Choose the subject(s) you wish to drop.**
4. **Confirm Selection:**
   * **Review your selected subject(s), click the Submit button, and confirm the transaction.**
5. **Email Confirmation:**
   * **Take a screenshot of your confirmed transaction.**
   * **Email it to your College using the subject line: *Requesting for Dropping of Subject/s of [your name and UE student number]*.**
   * **Include a polite message explaining your reason(s) for dropping the subject(s).**
   * **Find your College’s specific email address here:** [**UE Directory**](https://www.ue.edu.ph/manila/main.html?page=contact-ue&link=email)**.**
6. **Wait for Approval:**
   * **Monitor your Student Portal for updates. Within a few working days, a message will appear on your Dashboard if your request is approved by the Dean. The message will prompt you to pay the dropping fee.**
7. **Payment Process:**
   * **Pay the dropping fee of ₱30 per subject using one of the following methods:**
     + **On-campus cashier (Monday–Thursday, 8:00 AM–12:00 NN or 1:00–4:00 PM).**
     + **Online via PNB or GCash.**
   * **After payment, email your proof of payment to finance@ue.edu.ph with the subject: *Payment for Dropping of Subject/s of [your name and UE student number]*.**
   * **In the email, include the transaction number from your dropping application.**
8. **Final Validation:**
   * **Once the Finance Office validates your payment, the dropped subject(s) will be marked as "Officially Dropped" on your Portal Dashboard.**

**Flowchart for Online Request for Changing of Subjects**

1. **Download and Complete the Form:**
   * The student logs in to the Student Portal, downloads the *Request Form for Changing of Subjects*, and fills out the required details.
2. **Submission for Approval:**
   * The student emails the completed form to the Dean for approval using the official UE email account.
3. **Processing the Change:**
   * Once approved, the Associate Dean or College Secretary encodes the subject change and forwards a copy to the Student Account Section via email, with the Department for Records and Registration Management (DRRM) in CC.
4. **Account Adjustment Review:**
   * The Student Account Section reviews the request for possible account adjustments and sends a notice of payment for the processing fee to the student.
5. **Payment Submission:**
   * The student submits proof of payment to the Finance Office for validation via email.
6. **Finalization:**
   * Upon payment validation, the requested subject change is electronically reflected in the student's records.

**Procedure for the Issuance/Replacement of a New UE Student ID**

1. **Download and Fill Out the Form**:
   * Log in to your Student Portal and click on the "Downloadable Form" icon.
   * Download and complete the *Official Declaration Form for the Issuance of New ID*.
   * If the student is under 18, the Parent Consent section of the form must also be completed.
2. **Submit Requirements**:
   * Send the completed form to **sao.cal@ue.edu.ph** along with the following:
     1. Proof of payment
     2. Recent photo
     3. Digital signature
     4. Emergency contact details (formatted as below):
        + Name:
        + Address:
        + Contact Number(s):
3. **Acknowledgment**:
   * The Student Affairs Office (SAO) will email confirmation that the application and proof of payment have been received.
   * The SAO will send a screenshot of the student ID for verification.
4. **Claiming the ID**:
   * For the schedule and details on claiming the official ID, contact **itd.cal@ue.edu.ph**.
5. **Payment Options**:
   * **Option 1: PNB Over-the-Counter**
     1. At PNB, fill out a Bills Payment slip:
        + *Company Name*: University of the East
        + *Reference Number*: Your UE Student Number
        + *Payor Name*: Your full name
     2. Submit the slip to the teller and request the blue duplicate.
     3. Scan or take a photo of the validated duplicate and email it to **sao.cal@ue.edu.ph**.
   * **Option 2: GCash**
     1. Log in to your GCash account and select *Pay Bills*.
     2. Choose *School* and then select *UE*.
     3. Enter your 11-digit UE Student Number as the Account Number and the payment amount.
     4. Confirm the transaction and take a screenshot of the receipt.
     5. Email the screenshot to **sao.cal@ue.edu.ph**.
   * **Option 3: BancNet ATM/Online**
     1. Log in to your BancNet Online Banking account.
     2. Select *Pay Bills* and choose *University of the East* or *UE* as the Biller.
     3. Input your 11-digit UE Student Number as the Account Number and the payment amount.
     4. Confirm the transaction and take a screenshot of the receipt.
     5. Email the screenshot to **sao.cal@ue.edu.ph**.
6. **Payment Validation**:
   * Note that receipt validation may take longer than usual due to the ongoing GCQ (General Community Quarantine).
   * Retain a copy of your proof of payment for future reference.

**Procedure for Issuance of Certificate of No Record of Misconduct**

1. **Download and Complete the Application Form**:
   * Log in to your Student Portal and click the "Downloadable Form" icon.
   * Download the *Application Form for the Issuance of Certification* and fill it out.
2. **Submit the Form**:
   * Send the completed form via your UE email account to **sao.cal@ue.edu.ph**.
3. **Verification Process**:
   * The Student Affairs Office (SAO) will forward the form to the Comptroller’s Office for clearance and verification of records.
   * The SAO will email you regarding the status of your application.
4. **Payment**:
   * If you have no record of misconduct, the SAO will advise you to pay the required fee and submit proof of payment for processing.
5. **Issuance of Certificate**:
   * The SAO will email a PDF version of the Certificate of No Record of Misconduct (with a watermark) to you.
   * The email will also indicate when and where to claim the official hardcopy.
6. **Claiming the Hardcopy**:
   * Pick up the official hardcopy of the certificate at the SAO on the specified date.

**Payment Options**:

* **Option 1: PNB Over-the-Counter**
  1. At PNB, fill out a *Bills Payment Slip* with:
     + **Company Name**: University of the East
     + **Reference Number**: Your UE Student Number
     + **Payor Name**: Your full name
  2. Submit the slip to the teller and request the blue duplicate.
  3. Take a photo or scan the duplicate (with the bank validation print visible) and email it to **sao.cal@ue.edu.ph**.
* **Option 2: GCash**
  1. Log in to your GCash account and select *Pay Bills*.
  2. Choose *School*, then select *UE*.
  3. Enter your 11-digit UE Student Number as the Account Number and the payment amount.
  4. Confirm the transaction and take a screenshot of the successful payment.
  5. Email the screenshot to **sao.cal@ue.edu.ph**.
* **Option 3: BancNet ATM/Online**
  1. Log in to your BancNet Online Banking account.
  2. Select *Pay Bills* and choose *University of the East (UE)* as the Biller.
  3. Enter your 11-digit UE Student Number as the Account Number and the payment amount.
  4. Confirm the transaction and take a screenshot of the receipt.
  5. Email the screenshot to **sao.cal@ue.edu.ph**.

**Important Note**:

* Due to the ongoing GCQ, receipt validation may take longer than usual.
* Retain a copy of your proof of payment for future reference.