

# **Section 12**

## **ENROLLMENT MATTERS**

### **12.1 Enrollment Guidelines**

#### **12.1.1 Curriculum Flowchart**

Students should maintain a curriculum flowchart where they record their grades at every end of the semester and/or special term.

#### **12.1.2 Pre-requisite Subject/s**

Enrolling pre-requisite subjects should be strictly followed. However, a student may be allowed to enroll a subject and its prerequisite simultaneously under the following conditions:

**12.1.2.1** when the pre-requisite is a repeated subject

**12.1.2.2** when the student is graduating at the end of the school term

**12.1.2.3** when it is approved by the OUR

#### **12.1.3 National Service Training Program**

All freshmen are required to take six (6) units of NSTP which should be completed at the end of the first semester of their second curriculum year.

#### **12.1.4 Physical Education**

All freshmen are required to take eight (8) units of PE subjects which should be completed at the end of the second semester of their second curriculum year.

#### **12.1.5 INTRO**

All freshmen and transferees are required to complete INTRO 01 and INTRO 02 during the first and second semesters of their first academic year in campus.

#### **12.1.6 Academic Load**

Regular academic load per semester should not exceed the number of units prescribed in the approved curriculum. During the special term, a student can enroll up to a maximum load of nine (9) units.

### **12.1.7 Overload**

Graduating students may be given an overload not exceeding six (6) units in excess of the normal load specified in the curriculum during the regular semester and three (3) units during the special term.

## **12.2 Enrollment Policies**

### **12.2.1 General policy**

- 12.2.1.1** A student is considered officially enrolled after s/he has made full or initial payment as determined by the Accounting Office.
- 12.2.1.2** A student cannot make any modification or new transaction if s/he has not completed transaction one, including the payment of fees.

### **12.2.2 Specific policy**

- 12.2.2.1** Students are only allowed up to a third transaction to change their schedules. In excess of this, the student shall accomplish the *Enrollment Transaction Form* which is subject to the approval of the OUR.
- 12.2.2.2** A student with unpaid balance or old account is not allowed to enroll if s/he is not cleared by the Accounting Office.
- 12.2.2.3** A foreign student shall be put on hold and shall only be cleared upon presentation of his/her certificate of eligibility.

### **12.2.3 Adjustment (Adding/Dropping of Subjects)**

- 12.2.3.1** Online adjustment of subjects is done only during the period specified by the OUR, after which dropping of subject should be done manually by the student concerned.
- 12.2.3.2** Manual dropping of subjects requires the use of *Form 002b* from the OUR with the corresponding payment at the Accounting Office. The form should be duly accomplished by the student and properly signed by the academic adviser and department chair for approval.

**12.2.3.3** Encoding of subjects and the subsequent release of the certificate of registration reflecting the adjustment are done in the OUR.

#### **12.2.4 Cross-Enrollment**

**12.2.4.1** A student is allowed to cross-enroll at another university only on the following conditions:

**12.2.4.1.1** The student is graduating during the current semester or special term.

**12.2.4.1.2** The subject to be cross-enrolled is not offered at DLSU-D and has the same description and number of units as that offered in another school.

**12.2.4.1.3** The university where the student will cross enroll should be of the same level (quality of education) with DLSU-D.

**12.2.4.2** A student who wishes to cross-enroll at another academic institution should seek the endorsement of the College Dean and permission of the University Registrar. A properly accomplished cross-enrollment slip is required for the release of the necessary permit.

#### **12.2.5 Withdrawal of Enrollment/Dropping of Subjects**

Currently enrolled students who wish to withdraw enrollment or drop all subjects must get a dropping form from the OUR. Claims for refund conform to the CHED's memorandum where students will be charged based on the total assessment. The following rates are used:

Percentage	Lead time
10%	If the student drops during the 1 <sup>st</sup> week of classes
20%	If the student drops during the 2 <sup>nd</sup> week of classes
100%	If the student drops after the 2 <sup>nd</sup> week of classes

#### **12.2.6 Shifting**

The filing of application for shifting is determined by the deadline set by the OUR and approval of the deans/associate deans concerned. A student is allowed to shift to another course at most three (3) times. The student who intends to shift to another course should:

- 12.2.6.1** Secure and fill out the *Shifting Form* and obtain record of GPA from the assigned Records Evaluator at the OUR.
- 12.2.6.2** Consult with his/her SWC Counselor.
- 12.2.6.3** Get permission from current College Dean/Associate Dean to shift to another course.
- 12.2.6.4** Proceed to the associate dean/dean of the college where the preferred course is offered for the evaluation of records and assigning of program code if a slot is available.
- 12.2.6.5** Proceed to the OUR for encoding.