



## COLLEGE RECORDS UNIT

# COLLEGIATE SCHOOLS ONSITE ENROLLMENT SCHEDULE and PROCEDURE 2nd Semester, AY 2023-2024

**January 23 - February 1, 2024**

8:30 am – 5:00pm

**St. Thomas Aquinas Building (STA)**

A103 and A104





# ENROLLMENT SCHEDULE

## 2nd Semester, AY 2023-2024

<b>January 23</b>	<b>SEA (BSARCHI, BSEE, and BSIE)</b>
<b>January 24</b>	<b>SEA (BSCPE, BSCE, BSECE, and BSME)</b>
<b>January 25</b>	<b>SCST and STHM</b>
<b>January 26</b>	<b>SEAS and SN</b>
<b>January 29</b>	<b>SBMA</b>
<b>January 30-31, February 1</b>	<b>ALL PROGRAMS</b>
<b>February 1</b>	<b>Last day of regular enrollment, payment of fees and processing of petitioned class</b>
<b>February 2</b>	<b>Deletion course reservation processed from Jan 23 to Feb 1, 2024 and Distribution of Tentative Class list</b>

Note: Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation and quicker enrollment in the LMS.





# ENROLLMENT SCHEDULE

## 2nd Semester, AY 2023-2024

<b>February 5, 2024</b>	<b>START OF SECOND SEMESTER CLASSES</b>
<b>February 12, 2024</b>	<b>Last day of course adjustment</b>
<b>February 5 to February 19, 2024</b>	<b>Late enrollment (with penalty)</b>
<b>February 19, 2024</b>	<b>Last day of enrollment, payment and deletion of invalidated enrollment</b>

**Note: Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation and quicker enrollment in the LMS**



# GENERAL PRELIMINARY PROCEDURES

**1 APPLICATION FOR DISCOUNTS.** Completed application for discount must be signed by the concerned department head/s before enrollees can proceed with the enrollment.

Type of Discount	Discount Form	Who may avail?	Required document to be attached to the discount form
Alumni Discount	STUDENT DISCOUNT FORM can be obtained from the <i>Admissions and Marketing Unit</i> .	Children of alumni who are enrolling for the first time	a. Photocopy of parent's alumni card or any of the following: <ul style="list-style-type: none"> <li>• Diploma;</li> <li>• TOR; or</li> <li>• Certification of graduation</li> </ul>
Pag Ibig Discount	<i>Note: only one discount can be availed</i>	First time enrollees whose parents have Pag-Ibig Loyalty Card	a. Photocopy of parent's Pag-Ibig Loyalty Card
Sibling Discount		Enrollees with sibling/s enrolled in Letran (College or Graduate School)	None
Personnel Discount	PERSONNEL DISCOUNT FORM can be obtained from the Human Resource Department.	Children of Letran personnel	None



## GENERAL PRELIMINARY PROCEDURES

- 2 UNBLOCKING OF ENROLLMENT ACCOUNT.** Check the list of enrollment accounts that have been blocked due to account owners' or students' deficiencies with the various offices or departments (posted at the Enrollment Board near the STA path-walk). Students must resolve their deficiencies with the relevant office in order to regain access to the enrolment system.
- 3 COURSE LOAD AND SCHEDULE.** Enrollees are advise to prepare their course loads and schedule (list of courses for enlistment) in advance before proceeding to the STA building to access their LSS account for enrollment. The course offerings and schedules are available online at the Letran website: *lettran-calamba.edu.ph*. and Registrar's Department Fan Page <https://www.facebook.com/Letran-Calamba-Registrars> Department.

Download template for course load and schedule: <https://lettran-calamba.edu.ph/files/RD/downloadablefiles/Template%20for%20Course%20Load%20and%20Schedule.docx>







# SPECIFIC PRELIMINARY PROCEDURES

- 1** *Students with more than 20% units of failure or failed half of their load*
  - a. Go to the Academic Head/Dean for academic advising. If given consideration, enrolment account will be unblocked.
  - b. Proceed to enrollment proper.
- 2** *With Back Account*
  - a. Go to the Cashier's Office for payment of back account.
  - b. Proceed to enrollment proper.
- 3** *With deficiency/ies in the different offices/department*
  - a. Report to the concerned office/s or department/s for clearing of deficiency/ies and for unlocking of enrollment account.
  - b. Proceed to enrollment proper.



# ENROLLMENT PROCEDURES

## A. for OLD or CONTINUING STUDENTS

1. Proceed to the STA (St. Thomas Aquinas) Building and present any valid ID, prepared course loads and schedule (list of courses for enlistment) to the enrollment facilitator to secure endorsement for printing of OEF. Enrollee will be directed to A103 or A104.

***Note: For those who forgot their password, kindly approach the enrollment facilitator to have your password reset.***

2. Proceed to the designated computer terminal and access the College Enrollment System. Facilitators will be around to assist you.
3. Once course load and schedules are finalized, proceed to the designated waiting area in front of the Accounting Services Department and submit the endorsement for printing of OEF together with the discount form (if applicable) to the Accounting staff/facilitator and wait for the release of your **Official Enrollment Form (OEF)**.
4. Affix your signature at the back page of the OEF and proceed to the Cashier's Office for payment of fees and validation of enrollment.





# ENROLLMENT PROCEDURES

## B. for SHIFTERS

1. Proceed to the Registrar's Department College Records Unit and secure payment slip from the Records Evaluator.
  2. Go to the Accounting Services Department for account clearance.
  3. Submit payment slip at the Cashier's Office and pay the necessary fee.
  4. Present the Official Receipt to the Records Evaluator at the Collegiate Records Unit to secure Shifting Form.
  5. Once accomplished, present the Shifting Form to the Records Evaluator for academic evaluation.
  6. Have the form approved by the proper authorities.
- For Non-board programs
    - a) Once accomplished, the College Records Unit will process your academic evaluation and course enlistment/ enrollment. Shifter will be given endorsement for printing of OEF.
  - For Board Programs
    - a) Once accomplished, proceed to the Guidance Office for Aptitude Test; and
    - b) Go back to the Collegiate Records Unit and submit aptitude test result for processing of course enlistment/enrollment and issuance of endorsement for printing of OEF.







## ENROLLMENT PROCEDURES

7. Present endorsement to the Accounting Services Department for printing and issuance of OEF.
8. Affix your signature at the back page of the OEF and proceed to the Cashier's Office for payment of fees and validation of enrollment.
9. If the enrollee's new program is under a different school, proceed to the Information Technology Department and present your validated OEF for processing of new school ID.

### ***C. for RETURNEES***

1. Proceed to the Registrar's Department College Records Unit and see your Records Evaluator for academic evaluation, checking of back account, activation of enrollment account, change of enrollment status, enrolment, and issuance of endorsement for printing of OEF.
2. Go to the Accounting Services Department for printing and issuance of Official Enrollment Form (OEF).
3. Affix your signature at the back page of the OEF and proceed to the Cashier's Office for payment of fees and validation of enrollment.
4. Go to the Information Technology Department and present your validated OEF for processing of school ID.





# ENROLLMENT PROCEDURES

## ***D. For TRANSFEREES and CROSS ENROLLEES***

1. Proceed to the Admissions and Marketing Unit for inquiry and processing of application.
2. Go to the Registrar's Department Collegiate Records Unit for submission of enrollment requirements and processing of academic evaluation, enrollment, and issuance of endorsement for printing of OEF.
3. Go to the Accounting Services Department for printing and issuance of OEF.
4. Affix your signature at the back page of the OEF and proceed to the Cashier's Office for payment of fees and validation of enrollment.
5. Go to the Information Technology Department and present your validated OEF for processing of school ID.



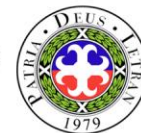


## OPTION FOR ONLINE BANK PAYMENT

**1** Pay the amount via accredited banks and payment centers of the Colegio and upload the proof of payment to google form <https://bit.ly/paymentvalidation2021> for verification and enrollment validation. Validation of enrollment for online payment is within two (2) working days upon receipt of proof of payment.

**2** Upon validation of enrollment, the Cashier will send a notice of official enrollment to the enrollee's knightmail account and the ITD will upload the enrolled courses in the LMS.





### PAYMENT OPTIONS

Account Name:  
**COLEGIO DE SAN JUAN  
DE LETRAN CALAMBA, INC.**



**245610-0137-43**  
PHILIPPINE NATIONAL BANK(PNB)  
Bucal Branch



Sender's Name: **Student's Name**  
Receiver's Name: **Letran Calamba**  
Transaction Type: **Collections**  
Amount: **Amount to be Paid**  
Reference No.: **Student Number**



**007710086613**  
BANCO DE ORO(BDO)  
Canlubang i-Mall Branch



**10-107-007323-0**  
UNION BANK  
Calamba Branch



**0923-3236-19**  
BANK OF THE PHILIPPINE ISLANDS(BPI)  
Calamba Real Branch (*Online Banking Only*)



### PAYMENT OPTIONS

Account Name:  
**COLEGIO DE SAN JUAN  
DE LETRAN CALAMBA, INC.**



Gcash Message: Type the ID No. and Name



### PAYMENT VALIDATION



Kindly upload the deposit slip/s and/or bank transactions receipt/s with complete details (*Bank, Bank Account Number, Transaction Date, Amount Deposited/Transferred and Confirmation/Reference Number*) to this link /QR code  
<https://bit.ly/paymentvalidation2021>.







## REQUEST FOR STUDENT LOAD ADJUSTMENT

1. Download the Request for Student Load Adjustment Form from the Letran website: [lettran-calamba.edu.ph](https://www.lettran-calamba.edu.ph/files/RD/downloadablefiles/33%2000-02-FO-06_rev01%2010282021Request%20for%20Student%20Load%20Adjustment.pdf) and properly fill it out.  
([https://www.lettran-calamba.edu.ph/files/RD/downloadablefiles/33%2000-02-FO-06\\_rev01%2010282021Request%20for%20Student%20Load%20Adjustment.pdf](https://www.lettran-calamba.edu.ph/files/RD/downloadablefiles/33%2000-02-FO-06_rev01%2010282021Request%20for%20Student%20Load%20Adjustment.pdf))
2. Present the approved form to the college records personnel/officer stationed at room A103 for encoding.
3. Go back to the encoding area to continue and finalize enrollment.







## ENROLLMENT REMINDERS

1. Cut-off time will be observed in the morning. Enrollees will no longer be allowed to enter rooms A103 and A104 at 11:30 AM. Processing will resume at 1:30 PM.
2. During regular enrollment, enrollees are only given until **February 1, 2024** to finalize and pay the enrollment fees. Otherwise, course reservations shall be forfeited and enrollees will have to re-encode their course load and schedule.
3. Printing of assessment and adjustment forms or OEFs shall be done at the Accounting Services Department upon presentation of Endorsement for Printing of OEF to the Accounting staff/facilitator.
4. Dissolved courses must be officially dropped through the use of the system. Otherwise, the enrollee will not be entitled to a refund.
5. Do not forget to sign at the back of the OEF (Data Privacy Consent).





## ENROLLMENT REMINDERS

6. Request for re-assessment and/or re-print of OEFs shall be accommodated only at the Accounting Services Department upon presentation of O.R.
  - a. Secure a payment slip at the Accounting Services Department.
  - b. Proceed to the Cashier's Office and pay P50.00.
  - c. Present O.R at the Accounting Services Department for re-assessment and/ or re-print of OEF.
  
7. Once course load and/or schedule has been finalized, it can no longer be changed. To regain access, enrollee must observe the following procedures:
  - a. Secure a payment slip at the Accounting Services Department.
  - b. Proceed to the Cashier's Office and pay P50.00
  - c. Present O.R at the Accounting Services Department for unposting.
  - d. Go back to the encoding area (STA A103 and A104) and access enrollment account.





# ENROLLMENT REMINDERS

## 9. Deadlines for Course Reservation and Payment of Fees

Enrollment Dates	Deadlines for Course Reservation and Payment of Fees
<b>Regular Enrollment</b> January 23 – February 1, 2024	February 1, 2024
<b>Late Enrollment</b> <b>February 5 – 19, 2024</b> Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation and quicker enrollment in the LMS	Within the day (penalty will be applied) February 12 – 16, 2024, Php 250.00 February 19 – 23, 2024, Php 500.00
<b>Last day for dropping of courses with tuition fee refund:</b> 75% refundable – February 16, 2024 50% refundable – February 23, 2024	

For those who will not be able to pay on the set deadline, course reservation will be deleted and enrollment account will be blocked. To regain access, the following guidelines must be observed:

1. Secure a payment slip at the Accounting Services Department.
2. Proceed to the Cashier's Office and pay P50.00.
3. Present O.R at the Accounting Services Department and account will be unblocked.
4. Proceed to enrollment proper.

