



1



1st Semester, AY 2022-2023 (Schedule of Pre-Enrollment Activities)

July 12 (Tue)	Online Viewing of 2 nd Semester, AY 2021-2022 Grades thru LSS Portal (2:00pm)
July 25 (Mon)	Uploading of Course Offering (www.lettran-calamba.edu.ph)
July 25 (Mon)	Uploading of College Online Enrollment Google Form and Request for Student Load Adjustment Form (www.lettran-calamba.edu.ph)
July 25 (Mon) to August 12 (Fri)	Early Enrollment (for continuing students who are not enrolled in the Inter Semester) Submission of Accomplished College Online Enrollment Google form together with List of Courses for Enrollment
August 10 (Wed) to August 24 (Wed)	Start of Processing of Enlistment for Early Enrollment (<i>encoding, assessment, payment, and enrollment validation</i>)
August 26 (Fri)	Online Viewing of Inter Semester, AY 2021-2022 Grades thru LSS Portal (3:00pm)
August 15 (Mon) to August 26 (Fri)	Regular Enrollment Submission of Accomplished College Online Enrollment Google form together with List of Courses for Enrollment



2



ENROLLMENT SCHEDULE 1st Semester, AY 2022-2023

Processing of Enlistment for Regular Enrollment

(encoding, assessment, payment, and enrollment validation)

August 30	SEA (BSME, BSCV, BSCPE)
August 31	SEA (BSIE, BSARCHI, BSECE)
Sept. 1	SEA (BSEE) SBMA, All Programs
Sept. 2	STHM and SCST, All Programs
Sept. 5	SEAS and SN, All Programs

Notes:

1. For old/continuing students: online processing only; however, payment can be done onsite
2. For New Students and Transferees: apply here: <https://forms.gle/4tqYPxW1XDyfrJCL9>
3. For Returnees and Shifters: onsite processing only; by appointment: <https://forms.gle/DYCFVZSDuYZD3YZZ9>
4. If the student enrollee is immediately in need of an Official Receipt, onsite payment is suggested.
5. The Official Enrollment Form is a requirement for payment. Otherwise, payment will be considered null and void.
6. Courses with failed pre-requisite/s will not be encoded.



3



ENROLLMENT SCHEDULE 1st Semester, AY 2022-2023

September 6 (Tue)	Last day of Payment for Regular Enrollment
September 7 (Wed)	START OF FIRST SEMESTER CLASSES
Sept. 7 (Wed) to Sept. 21, (Wed) 2022	Late enrollment
September 21, (Wed) 2022	Last day for payment of fees and deletion of invalidated enrollment

FOR IMMEDIATE VALIDATION OF ENROLLMENT, ONSITE PAYMENT IS ENCOURAGED FROM SEPTEMBER 6 TO 21, 2022



ONLINE ENROLLMENT PROCEDURE for OLD or CONTINUING STUDENTS

1

PRE-ENROLLMENT

Visit the Letran Calamba website at www.lettran-calamba.edu.ph on **July 25– August 26, 2022** and accomplish the College Online Enrollment Google Form.

For students who intend to **Request for Student Load Adjustment** (i.e., simultaneous enrollment of pre-requisite and advanced courses or additional load), you may download the said form at www.lettran-calamba.edu.ph. Properly fill it out and attached it to the accomplished enrollment google form or send it to college_enrollment@lettran-calamba.edu.ph for approval.

For employee dependents, please fill out the personnel discount form
google link:

<https://bit.ly/PersonnelDiscountForm> (if applicable)

For Student discount, kindly fill out the form google link:

<https://bit.ly/StudentDiscountForm> (if applicable)



ONLINE ENROLLMENT PROCEDURE for OLD or CONTINUING STUDENTS

2 PROCESSING OF ENROLLMENT

Once processed (processing will be based on the schedule per school), the Enrollment Team will update you on the status of your course enlistment through your knightmail account. The Accounting Services Department will email you the OEF (Official Enrollment Form) in PDF format, together with payment instructions on the following working day.





ONLINE ENROLLMENT PROCEDURE for OLD or CONTINUING STUDENTS

3

PAYMENT OF FEES AND VALIDATION OF ENROLLMENT

Pay the amount via accredited banks and payment centers 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.

(Note: If immediately in need of official receipt, please pay onsite)

4

NOTIFICATION OF OFFICIAL ENROLLMENT

Upon validation of enrollment, a Notice of Official Enrollment and Online Enrollment Evaluation Form will be sent to you via email within two (2) working days and your enrolled courses will be uploaded in the Blackboard (BB).



ONSITE ENROLLMENT PROCEDURE *for New, Transferees and Cross Enrollees*

1

Apply here:

<https://forms.gle/4tqYPxW1XDyfrJCL9>

2

Proceed to the Admission Office and submit the admission requirements for

- a) Encoding of student profile in the LSS
(name reflected in the PSA BC will be the basis in encoding the student's name in the Letran School System)
- b) Evaluation
- c) Enrollment
- c) Issuance of endorsement for Printing of Official Enrollment Form

3

Go to the Accounting Services Department for printing and release of 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.



ONSITE ENROLLMENT PROCEDURE for Returnees

- 1** Secure an online appointment for onsite enrollment before going to the campus. Please see the link below:
 - ✓ Onsite Enrollment Appointment Link:
<https://forms.gle/DYCFVZSDuYZD3YZZ9>
 - ✓ Only those who are scheduled for ONSITE enrollment shall be entertained.
 - ✓ Only vaccinated students are allowed for onsite enrollment

- 2** Proceed to the College Records Unit for academic evaluation and checking of back account; activation of enrollment account, change of enrollment status, enrolment and issuance of Endorsement for Printing of OEF.

- 3** Go to the Accounting Services Department for printing and release of 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.



ONSITE ENROLLMENT PROCEDURE for Shifters

1 Secure an online appointment for onsite enrollment before going to the campus. Please see the link below:

- ✓ Onsite Enrollment Appointment Link:
<https://forms.gle/DYCFVZSDuYZD3YZZ9>
- ✓ Only those who are scheduled for ONSITE enrollment shall be entertained.
- ✓ Only vaccinated students are allowed for onsite enrollment

3 Present endorsement to the Accounting Services Department for printing and release of Official Enrollment Form (OEF).

2 Proceed to the Registrar's Department – College Records Unit to secure Shifting Form.

For Non-board programs

- a) Once accomplished, the College Records Unit will process your academic evaluation and course enlistment/ enrollment.

For Board Programs

- a) Once accomplished, proceed to the Guidance Office for the Aptitude Test; and
- b) Go back to the Collegiate Records Unit and submit aptitude test result for processing of course enlistment/enrollment.

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.



PROCEDURE for Offsite Payment

1

Pay the amount via accredited banks and payment centers 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, a Notice of Official Enrollment and Online Enrollment Evaluation Form will be sent to you via email within two (2) working days and your enrolled courses will be uploaded in the Blackboard (BB).

LETRAN CALAMBA
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*)

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



GCash Message: Type the ID No. and Name

