



**COLLEGE RECORDS UNIT**

**ONSITE ENROLLMENT  
SCHEDULE and PROCEDURE**

**2nd Semester, AY 2022-2023**

**January 31 – February 8, 2023**

8:30 am – 5:00pm

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

A103 and A104



# ENROLLMENT SCHEDULE

## 2nd Semester, AY 2022-2023

<b>January 31</b>	SBMA (all programs)
<b>February 1</b>	STHM and SCST (all programs)
<b>February 2</b>	SN and SEAS
<b>February 3</b>	SEA (BSARCHI, BSCPE and BSIE)
<b>February 6</b>	SEA (BSCV, BSECE, BSEE and BSME)
<b>February 7 - 8</b>	ALL PROGRAMS
<b>February 9</b>	Deletion of course reservation processed from January 31 to February 8, 2023
<b>February 14</b>	Last day of course adjustment and processing of petitioned class

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



# ENROLLMENT SCHEDULE

## 2nd Semester, AY 2022-2023

<b>February 9, 2023</b>	<b>START OF SECOND SEMESTER CLASSES</b>
<b>February 9 to 23, 2023</b>	<b>Late enrollment (with penalty)</b>
<b>February 23, 2023</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 (Blackboard).**



# 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.

Discount Form	Who may avail?	Required document to be attached to the discount form
<b>STUDENT DISCOUNT FORM</b> <i>(Kindly secure the Student Discount Form at the Admission and Scholarship Unit.)</i> <i>Note: only one discount can be availed</i>	<b>Alumni Discount</b> Children of alumni who are enrolling for the first time	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>
	<b>Pag Ibig Discount</b> First time enrollees whose parents have Pag-Ibig Loyalty Card	Photocopy of parent's Pag-Ibig Loyalty Card
	<b>Sibling Discount</b> Enrollees with sibling/s enrolled in Letran (College or Graduate School)	None
<b>PERSONNEL DISCOUNT FORM</b> <i>(Kindly secure the Personnel Discount Form at the Human Resource Department)</i>	<b>Personnel Discount</b> 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 advice 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: *letran-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://letran-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 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 have forgotten their password, kindly approach the enrollment facilitator for resetting of password.**

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.



## ***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.





## REGISTRAR'S DEPARTMENT

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.



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

1. Proceed to the Admissions and Scholarship 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 course in the LMS (Blackboard)

**LETRAN CALAMBA**  
COLEGIO DE SAN JUAN DE 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**  
COLEGIO DE SAN JUAN DE LETRAN CALAMBA

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



Gcash Message: Type the ID No. and Name





# 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) 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 rooms 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 8, 2023* to finalize and pay the enrollment fees. Otherwise, subject 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).



**REGISTRAR'S DEPARTMENT**

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. Course load and/or schedule can no longer be changed once it has been finalized. 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.
  
8. Course load of 12 units and below must be paid in full upon enrollment.



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

Enrollment Dates	Deadlines for Course Reservation and Payment of Fees
<b>Regular Enrollment</b> January 31, February 1 -3, and February 6 - 8	February 08
<b>Late Enrollment</b> February 9-23 Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation and quicker enrollment in the LMS (Blackboard).	Within the day (penalty will be applied) February 9 – 16, 2023, Php 250.00 February 17 – 23, 2023, Php 500.00
<b>Last day for dropping of courses with tuition fee refund:</b> 75% refundable – February 15, 2023 50% refundable – February 22, 2023	

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.