



Colegio de San Juan de Letran Calamba

ENROLLMENT PROCEDURE

INTER-SEMESTER 2019

ITCC (St. Thomas Aquinas Building)

8:30 am to 5:00 pm

Enrollment for OJT/PRAC - MAY 31, 2019

Regular Enrollment - JUNE 13 and 14, 2019

Late Enrollment - JUNE 17 and 18, 2019

GENERAL PRELIMINARY PROCEDURES:

- 1. APPLICATION FOR DISCOUNTS.** Employee/Faculty dependents who are going to avail of discounts may secure the Personnel Discount Form (PDF) at the Human Resource Department (HRD). The form must be duly accomplished and endorsed by the HRD Director before the enrollees may proceed to enrollment proper. Submit the duly accomplished discount form to the Accounting Services Department.
- 2. UNLOCKING OF ENROLLMENT ACCOUNT.** Check the list of students (posted at the Enrollment Board near ITCC pathwalk) whose enrollment account has been blocked due to deficiency/ies with the different offices or departments. Students need to settle their accountabilities with the concerned office/s in order to re-gain access in the enrollment system.
- 3. COURSE LOAD AND SCHEDULE.** Enrollees are advised to prepare their course loads and schedule in advance before proceeding to the ITCC to access their account. The course offerings and schedules are posted along the ITCC path walk, at www.facebook.com/LetranCalambaRegistrarsDepartment and [Letran website: www.lettran-calamba.edu.ph](http://www.lettran-calamba.edu.ph)

SPECIFIC PRELIMINARY PROCEDURES:

1. REGULAR STUDENTS

- a. Proceed to enrollment proper.

2. SHIFTEES

- a. Present school ID to the Collegiate Records Unit to secure payment slip.
- b. Submit slip at the Cashier's Office and pay the necessary fee.
- c. Present the Official Receipt to the Collegiate Records Unit to secure Shifting Form.
- d. Present the filled out Shifting Form for academic evaluation.
- e. Have the form approved by the proper authorities.
- f. Distribute the approved forms to the concerned offices: Collegiate Records Unit - for unlocking of account; Dean - for documentation; and MIS - for ID picture taking.
- g. Proceed to enrollment proper.

3. RETURNEES:

With Approved Leave of Absence (LOA)

- a. Present school ID and approved Leave of Absence (LOA) Form to the Admissions, Student Assistance, & Scholarship Office (ASAS) and secure returnee's admission slip.
- b. Submit returnee's admission slip to the Collegiate Records Unit for academic evaluation and activation of account.
- c. Proceed to enrollment proper.

Without Approved Leave of Absence (LOA)

- a. Present school ID to the Admissions, Student Assistance, and Scholarship Office (ASAS) to secure payment slip.
- b. Submit payment slip at the Cashier's Office and pay the necessary fee.
- c. Go back to the ASAS and present your Official Receipt to claim the returnee's admission slip.
- d. Present returnee's admission slip to the Collegiate Records Unit for academic evaluation and activation of enrollment account.
- e. Proceed to enrollment proper.

4. STUDENTS WITH MORE THAN 20% UNITS OF FAILURE OR FAILED HALF OF THEIR LOAD

- a. Go to the Academic Head/Dean and present latest compcard. If given consideration, enrolment account will be unblocked.
- b. Proceed to enrollment proper.

5. WITH BACK ACCOUNT

- a. Go to the Cashier's Office and present school ID for payment of back account and unlocking of enrollment account.
- b. Proceed to enrollment proper.

6. 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.

7. TRANSFEREES

- a. Proceed to the Admissions, Student Assistance, and Scholarship Office (ASAS) for inquiry and processing of application.
- b. Take the Letran College Admission Test (LCAT) on the scheduled date and time reflected in the permit.
- c. If passed, secure grade evaluation form from the ASAS Office.
- d. Go to the Collegiate Records Unit for submission of enrollment requirements, academic evaluation, enrollment, and issuance of Endorsement for Printing of Official Enrollment Form (EPO).
- e. Proceed to the Accounting Services Department for printing and release of OEF, sign at the back page of the OEF and proceed to the Cashier's Office for payment of fees.

8. CROSS ENROLLEES

- a. Proceed to the Admissions, Student Assistance, and Scholarship Office (ASAS) for inquiry and processing of application.
- b. Go to the Collegiate Records Unit for submission of cross enrollment permit, processing of enrollment, and issuance of Endorsement for Printing of Official Enrollment Form (EPO).
- c. Proceed to the Accounting Services Department for printing and release of OEF, sign at the back page of the OEF and proceed to the Cashier's Office for payment of fees.

ENROLLMENT PROPER

1. Proceed to the ITCC (St. Thomas Aquinas) Building and present **SCHOOL ID** to secure an **ENROLLMENT NUMBER** from the enrollment facilitator stationed at the ITCC main gate entrance.

NOTE: *Distribution of enrollment number is at 8:30 am.*

2. Present the enrollment number upon entry to the Surfing Lab 1 (ITCC Building).

NOTE: *For those who have forgotten their password, kindly approach the enrollment facilitator for resetting of password. The password shall be used to access the Network Faculty Evaluation System (NETFES), Student Information System (SIS), Program Evaluation, and other school systems. Students are responsible in ensuring the secrecy of their password. You are to keep your password ONLY to yourself.*

The Offices of the Registrar and the Management Information Services (MIS) will not, in any way, be held liable should your password be publicly disclosed due to negligence. For security purposes, it is advised that password be changed regularly.

3. Proceed to the designated computer terminal and access the College Enrollment System. Facilitators will be around to assist you.

4. Once course load and schedule has been finalized, surrender the enrollment number to the enrollment facilitator to secure Endorsement for Printing of Official Enrollment Form. Proceed to the designated waiting area in front of the Accounting Services Department and submit the said form together with the discount form (if applicable) to the Accounting staff/facilitator and wait for the release of your ***Official Enrollment Form (OEF)***.

5. Sign at the back page of the OEF and proceed to the Cashier's Office to pay your fees and have your OEF validated.

NOTE: *Students who are enrolled in full load during the 2nd semester and with at least 1.50 Semestral Grade Point Average (**SGPA**) and with no grade below 1.75 in any course may apply for **SEMESTRAL ACADEMIC HONORS** at the Collegiate Records Unit.*

OPTION FOR **BANK PAYMENT**

1. If payment will be made at the bank/remittance center, kindly deposit it to the account name of **COLEGIO DE SAN JUAN DE LETRAN CALAMBA** in the following banks/remittance center with its corresponding account number:

A. Over-the-Counter:

- | | | |
|--------------------------------|---|----------------------------|
| 1. RCBC Calamba Branch | : | Account No. 1-352-55100-3 |
| 2. PNB Bucal, Calamba Branch | : | Account No. 445095-9000-31 |
| 3. Security Bank | : | Account No. 0221-22443202 |
| 4. Eastwest Calamba Branch | : | Account No. 003501182221 |
| 5. BDO Canlubang i-Mall Branch | : | Account No. 007710086613 |
| 6. Union Bank | : | Account No. 101070073230 |
| 7. Landbank Calamba Branch | : | Account No. 0541-1338-28 |

B. Online/Bills Payment:

- | | | |
|-----------------------------------|---|--------------------------|
| 1. Bank of the Philippine Islands | : | Account No. 0923-3236-19 |
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C. Remittance Center:

1. Cebuana Lhuillier - All branches nationwide

NOTE: For **CHECK PAYMENT**, please see Ms. Rosie Palomeno at the Finance Services Department (FSD) for endorsement prior to bank payment.

2. Have the deposit/remittance slip emailed or faxed to:

MS. ROSARIO M. PALOMENO

Email Add: rpalomeno2001@yahoo.com or mafs@letran-calamba.edu.ph

Do not forget to write the **student's name** and **student ID number** in the deposit/remittance slip and have the Official Enrollment Form (OEF) validated by the Cashier within 3 working days after the first access date in the College Enrollment System.

SIMULTANEOUS ENROLLMENT OF COURSES / REQUEST FOR OVERLOAD BEYOND SYSTEM DEFINED UNITS

1. Download the Request for Student Load Adjustment Form from the Letran website: letran-calamba.edu.ph or secure a copy of the form from the Registrar's personnel stationed at the Surfing Lab 1 or at the Collegiate Records Unit and properly fill it out.
2. Have the request approved by the Dean or Program Chair/Co-chair.
3. Present the approved form to the Collegiate Records Unit at the Registrar's Department for the load to be added.
4. Proceed to designated waiting area in front of the Accounting Services Department, submit your Endorsement for Printing of OEF to the Accounting staff/facilitator, and wait for the release of the Official Enrollment Form or go back to the Surfing Lab 1 to continue enrollment.

REMINDERS:

1. Cut-off time will be observed in the morning. Enrollees will no longer be allowed to enter the Surfing Lab 1 at 11:30 AM. Processing will resume at 1:00 PM.
2. Enrollees who will miss their turn based on the number issued to them will be accommodated after the last number has been served.
3. Enrollees who will access the College Enrollment System are given until **June 14, 2019** only, to finalize and pay the enrollment fees. Otherwise, course reservations shall be forfeited.
4. 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.
5. Dissolved courses must be officially dropped through the use of the system. Otherwise, the enrollee will not be entitled to a refund.
6. Do not forget to sign at the back of the OEF (Data Privacy Consent).
7. Request for re-assessment and re-printing of OEFs shall be accommodated only at the Accounting Services Department upon presentation of O.R.
8. Course load and/or schedule can no longer be changed once it has been finalized. To regain access, enrollee must observe the following procedures:
 - Proceed to the Cashier's Office, pay P50.00 and enrollee's account will be unlocked.
 - Go back to the ITCC to access your enrollment account.
9. Changes in the course offerings and schedules initiated by the Dean's Office must be processed through the use of Dean's Module to avoid processing fee of P50.00.

DEADLINE FOR PAYMENT OF FEES

Payment of Fees for Regular Enrollees	June 14, 2019
Payment of Fees for Late Enrollees	Within the day
Last day for dropping of courses with refund:	
75% refundable	June 20, 2019
50% refundable	June 27, 2019

For those who will not be able to pay on the set deadline, the following guidelines must be observed:

1. Pay the processing fee of P50.00 at the Cashier's Office to regain account access.
2. Proceed to enrollment proper.