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## **Inter Semester, AY 2021-2022 (Schedule of Pre-Enrollment Activities)**

**June 17 (Fri)**

**Uploading of Course Offering ([www.lettran-calamba.edu.ph](http://www.lettran-calamba.edu.ph))**

**June 17 (Fri)**

**Uploading of College Online Enrollment Google Form and Request for Student Load Adjustment Form ([www.lettran-calamba.edu.ph](http://www.lettran-calamba.edu.ph))**

**July 12 (Tue)**

**Online Viewing of 2<sup>nd</sup> Semester, AY 2021-2022 Grades thru SIS (2:00pm)**

**July 8 (Fri) to  
July 12 (Wed)**

**Deadline of Submission of the following:**

- 1. Accomplished College Online Enrollment Google form together with List of Courses for Enrollment**
- 2. Request for Student Load Adjustment (must be attached to the accomplished enrollment google form)**
- 3. Request for Petition Class to Academic Head**



# **ENROLLMENT SCHEDULE** Inter Semester, AY 2021-2022

## **Processing of Enlistment for Regular Enrollment**

*(encoding, assessment, payment, and enrollment validation)*

<b>July 13 (Wed)</b>	SCST, SN (All programs) and SEA (BSEE)
<b>July 14 (Thu)</b>	SEA (BSIE, BSECE, CPE, BSCE) and SBMA (All programs)
<b>July 15 (Fri)</b>	SEA (BSME) and SEAS (All programs)
<b>July 18 (Mon)</b>	Last day for payment of fees (onsite payment only)
<b>July 19 (Tue)</b>	<b>START OF INTER SEMESTER CLASSES</b>

All enrollees are encouraged to accomplished the google form until **July 12, 2022 only**. **No late enrollees will be accommodated**. Students must have an OEF before payment. Otherwise, payment will be considered null and void.



## Notes:

1. For old/continuing students: online processing only; however, payment can be done onsite
2. If the student enrollee is immediately in need of an Official Receipt, onsite payment is suggested.
3. The Official Enrollment Form is a requirement for payment. Otherwise, payment will be considered null and void.
4. Courses with failed pre-requisite/s will not be encoded.
5. For employee dependents, please fill up the personnel discount form  
google link: <https://bit.ly/PersonnelDiscountForm> (if applicable)
5. For Student discount, form kindly fill up the google link:  
<https://bit.ly/StudentDiscountForm> (if applicable)



# ONLINE ENROLLMENT PROCEDURE for OLD or CONTINUING STUDENTS

## 1 PRE-ENROLLMENT

Visit the Letran Calamba website at [www.lettran-calamba.edu.ph](http://www.lettran-calamba.edu.ph) on **July 8 – 12, 2022** and accomplish the College Online Enrollment Google Form.

For students who intend to **Request for Student Load Adjustment**, you may download the request form at [www.lettran-calamba.edu.ph](http://www.lettran-calamba.edu.ph). Properly fill it out, attached it to the accomplished enrollment google form, or send it to [college\\_enrollment@lettran-calamba.edu.ph](mailto:college_enrollment@lettran-calamba.edu.ph) for approval.

## 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 on the following working day and your enrolled courses will be uploaded in the Blackboard (BB).



## ONSITE ENROLLMENT PROCEDURE for 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 must be the basis in encoding the student's name in the 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 <https://forms.gle/DYCFVZSDuYZD3YZZ9t> Link:
- ✓ 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.



## **PROCEDURE for Offsite Payment**

**1** Pay the amount via accredited banks and upload the proof payment to <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 in the following working day and your enrolled courses will be uploaded in the Blackboard (BB).





## REGISTRAR'S DEPARTMENT



### 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

