



Colegio de San Juan de Letran Calamba

**REGISTRAR'S DEPARTMENT
COLLEGIATE RECORDS UNIT**

ANNOUNCEMENT



ENROLLMENT SCHEDULE **2nd Semester, AY 2018-2019**

REGULAR ENROLLMENT		VENUE
January 7-8 8:00AM to 5:00PM	All first year students with ID number starting with 318	SEA - ITCC SURFING LAB 1 SCST - ITCC SURFING LAB 2 SBMA - A205 SEAS - A203 STHM - Dean's Office SN - Dean's Office
January 9-11 8:00AM to 5:00PM	All higher year students with ID number starting with 317 downwards; 1st semester transferees with ID number starting with 318	St. Thomas Aquinas Building (ITCC)
LATE ENROLLMENT		VENUE
January 14-25 8:00AM to 5:00PM	ALL LEVELS (for Interschool Enrollment)	Same venue used during the regular enrollment
START OF CLASSES		JANUARY 14, 2019
LAST DAY OF COURSE ADJUSTMENT		JANUARY 23, 2019
LAST DAY OF ENROLLMENT		JANUARY 25, 2019

Notes:

1. School ID and 1st Semester CompCard are requirements for enrollment.
2. Enrollment of students with agreed study program with the OVPA will be facilitated by the Dean's Office.



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Colegio de San Juan de Letran Calamba

ENROLLMENT PROCEDURE

SECOND SEMESTER AY 2018-2019

REGULAR ENROLLMENT 8:00 AM TO 5:00 PM		VENUE
January 7 – 8, 2019	First Year students with ID number starting with 318	SEA – ITCC SURFING LAB 1 SCST – ITCC SURFING LAB 2 SBMA – A205 SEAS – A203 STHM – Dean’s Office SN – Dean’s Office
January 9 – 11, 2019	Higher Year students with ID number starting with 317 downwards 1 st semester transferees with ID number starting with 318	St. Thomas Aquinas Building (ITCC)
LATE ENROLLMENT 8:00 AM TO 5:00 PM		VENUE
January 14 – 25, 2019	ALL LEVELS (for Interschool Enrolment)	Same venue used during the regular enrollment
JANUARY 14, 2019 – START OF CLASSES JANUARY 23, 2019 – LAST DAY OF COURSE ADJUSTMENT JANUARY 25, 2019 – LAST DAY OF ENROLLMENT		

GENERAL PRELIMINARY PROCEDURES:

- 1. APPLICATION FOR DISCOUNTS.** Enrollees who are going to avail of discounts or are applying for scholarship may secure the Student Discount Form (SDF) at the Admissions, Student Assistance, and Scholarship Office or the Personnel Discount Form (PDF) at the Human Resource Department. The form must be duly accomplished and endorsed by the ASAS Asst. Director or Accounting Director before the enrollees may proceed to enrollment proper. Submission of duly accomplished discount form to the Accounting Services Department is until **JANUARY 25, 2019.**
- 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.** Higher Year 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 at along the ITCC path walk, and at the <https://www.facebook.com/Letran-Calamba-Registrars-Department>, and **Letran website: letran-calamba.edu.ph.**

SPECIFIC PRELIMINARY PROCEDURES:

1. 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
 - MIS – for ID picture taking
- g. Proceed to enrollment proper.

2. 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.

3. 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, enrollment account will be unblocked.
- b. Proceed to enrollment proper.

4. 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.

5. 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.

6. 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.

7. 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.

ENROLMENT PROCEDURE FOR FIRST YEAR STUDENTS

- a. Proceed to the enrolment venue and present your compcard with attached Endorsement for Printing of OEF (EPO) for course enlistment.
- b. After enlistment, submit the Endorsement for Printing of OEF to the Accounting Services Department for selection of mode of payment, assessment of tuition fee, and printing of OEF.
- c. Sign the back page of the OEF and proceed to the Cashier for payment of fees and validation of enrolment.

NOTE: *FIRST YEAR STUDENTS who are enrolled in FULL LOAD during the 1st 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.*

ENROLLMENT PROCEDURE FOR HIGHER YEAR STUDENTS

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 8:00 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, 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.

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

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. Only 600 enrollment numbers will be issued per day on January 9 – 11 and 14-25, 2019. Enrollees who will miss their turn based on the number issued to them will be accommodated after the last number has been served.
2. 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.

3. During Regular Enrollment, enrollees are only given three (3) working days after their access date to finalize and pay the enrollment fees. Otherwise, subject reservations shall be forfeited. The first access date shall be the basis in counting the three-day reservation period.
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

Enrollment Dates	Deadlines for Course Reservation and Payment of Fees
Regular Enrollment	
January 7	January 10
8	11
9	14
10	15
11	16
Late Enrollment	
January 14 - 25	Within the day
Last Day of Dissolving of Petitioned Courses – Jan 22, 2019	
Last Day of Course Adjustment – Jan 23, 2019	
Last day for dropping of courses with Tuition fee refund:	
75% refundable – January 21, 2019	
50% refundable – January 29, 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.