



## COLLEGE RECORDS UNIT

# COLLEGIATE SCHOOLS ONSITE ENROLLMENT SCHEDULE and PROCEDURES For OLD/CONTINUING STUDENTS Inter Semester, AY 2023-2024

**June 18, 20, 21, 2024**

8:30 am – 5:00pm

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

A103 and A104





# ENROLLMENT SCHEDULE

## Inter Semester, AY 2023-2024

<b>June 18</b>	SBMA (BSA) SCST (BSCS and BSIT) SEAS (BSPSY) SN (BSN) SEA (BSME)
<b>June 20</b>	SEA (BSCE, BSCPE, BSECE, BSEE, & BSIE)
<b>June 21</b>	All programs <i>Last day of enrollment and processing of course adjustment and petitioned class</i>
<b>June 25</b>	Last day of payment of fees (onsite payment only) <i>No late enrollees will be accommodated</i>
<b>June 26</b>	<b>START OF INTER SEMESTER CLASSES</b>

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



# GENERAL PRELIMINARY PROCEDURES

- 1 APPLICATION FOR DISCOUNTS.** Completed application for a discount must be signed by the concerned department head/s before enrollees can proceed with the enrollment.

Type of Discount	Discount Form	Who may avail?	Required document to be attached to the discount form
Personnel Discount	PERSONNEL DISCOUNT FORM can be obtained from the Human Resource Department.	Children of Letran Calamba personnel	None



## GENERAL PRELIMINARY PROCEDURES

- 2 UNBLOCKING OF ENROLLMENT ACCOUNT.** Enrollees are advised to check their knightmail account. The concerned department will email the student about their deficiencies before the start of inter-semester enrollment. Students must resolve their deficiencies with the relevant office to regain access to the enrollment system.
- 3 COURSE LOAD AND SCHEDULE.** Enrollees are instructed 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: *lettran-calamba.edu.ph*. and Registrar's Department Fan Page ([https://www.facebook.com/Letran-Calamba-Registrars Department](https://www.facebook.com/Letran-Calamba-Registrars%20Department)).

Download template for course load and schedule: <https://lettran-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, enrollment 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 any valid ID, prepared course loads, and schedule (list of courses for enlistment) to the enrollment facilitator to secure endorsement for printing of OEF. The enrollee will be directed to A103 or A104.

*Note: For those who forgot their password, kindly approach the enrollment facilitator to have your password reset.*

2. Proceed to the designated computer terminal and access the College Enrollment System. Facilitators will be around to assist you.
3. Once the course load and schedules are finalized, proceed to the designated waiting area in front of the Accounting Services Department and submit the endorsement for the 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 on the back page of the OEF and proceed to the Cashier's Office for payment of fees and validation of enrollment.





# ENROLLMENT PROCEDURES

## ***B. 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, enrollment, and issuance of endorsement for the printing of OEF.
2. Go to the Accounting Services Department for printing and issuance of Official Enrollment Form (OEF).
3. Affix your signature on 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.





# ENROLLMENT PROCEDURES

## ***C. For CROSS ENROLLEES***

1. Proceed to the Admissions and Marketing 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.

Please complete the Google forms and select **ENROLLMENT PAYMENT** as the payment type.

Validation of enrollment for online payment is within two (2) working days upon receipt of proof of payment.

**2** Upon enrollment validation, the Cashier will send a notice of official enrollment to the enrollee's knightmail account, and the ITD will upload the enrolled courses in the LMS.





### 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



### PAYMENT VALIDATION



Kindly upload the deposit slip/s and/or bank transactions receipt/s with complete details (*Bank, Bank Account Number, Transaction Date, Amount Deposited/Transferred and Confirmation/Reference Number*) to this link /QR code  
<https://bit.ly/paymentvalidation2021>.





## 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/files/RD/downloadablefiles/33%2000-02-FO-06_rev01%2010282021Request%20for%20Student%20Load%20Adjustment.pdf) and complete it correctly.  
([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 completed form to the college records officer stationed in room A103 for approval and 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 **June 25, 2024**, to finalize and pay the enrollment fees. Otherwise, course 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).







## ENROLLMENT REMINDERS

6. Requests for re-assessment and/or re-printing of OEFs shall be accommodated only by the Accounting Services Department upon presentation of O.R.
  - a. Secure a payment slip by 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. Once the course load and/or schedule has been finalized, it can no longer be changed. To regain access, the 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 the enrollment account.







# ENROLLMENT REMINDERS

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

Enrollment Dates	Deadlines for Course Reservation and Payment of Fees
<p><b>Regular Enrollment</b> <b>June 18, 20-21, 2024</b></p> <p><b>Note: No late enrollees will be accommodated.</b></p>	<p><b>June 25, 2024</b></p>

