COLLEGE RECORDS UNIT

COLLEGIATE SCHOOLS ONSITE ENROLLMENT SCHEDULE and PROCEDURES For OLD/CONTINUING STUDENTS

1st Semester, AY 2024-2025

August 19-20, 22-23, 27, 2024

8:30 am – 5:00pm

St. Thomas Aquinas Building (STA)

A103 and A104

ENROLLMENT SCHEDULE
1st Semester, AY 2024-2025

August 19	SCST and STHM
August 20	SEAS and SN
August 22	SBMA and SEA (BSIE)
August 23	SEA (BSARCHI, BSEE, BSCPE, BSCE, BSECE, and BSME)
August 27	ALL PROGRAMS
August 28	Last day of regular enrollment, payment of fees and processing of petitioned class
	Deletion course reservation processed from August 19 to 27, 2024 and Distribution of Tentative Class list

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

ENROLLMENT SCHEDULE
1st Semester, AY 2024-2025

August 29, 2024	**START OF FIRST SEMESTER CLASSES**
September 4, 2024	Last day of course adjustment
August 29 to September 11, 2024	Late enrollment (with penalty)
September 11, 2024	Last day of enrollment, payment and deletion of invalidated enrollment

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

REGISTRAR'S DEPARTMENT

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.

Type of Discount	Discount Form	Who may avail?	Required document to be attached to the discount form
Alumni Discount	STUDENT DISCOUNT FORM can be obtained from the *Admissions and Marketing Unit.* *Note:* only one discount can be availed	Children of alumni who are enrolling for the first time	a. Photocopy of parent's alumni card or any of the following: • Diploma; • TOR; or • Certification of graduation
Pag Ibig Discount		First time enrollees whose parents have Pag-Ibig Loyalty Card	a. Photocopy of parent's Pag-Ibig Loyalty Card
Sibling Discount		Enrollees with sibling/s enrolled in Letran (College or Graduate School)	None
Personnel Discount	PERSONNEL DISCOUNT FORM can be obtained from the Human Resource Department.	Children of Letran 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 first 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: *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://www.letran-calamba.edu.ph/media/uploads/2024/02/27/template-for-course-load-and-schedule.pdf

SPECIFIC PRELIMINARY PROCEDURES

❶ *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.

❷ *With Back Account*

   a. Go to the Cashier's Office for payment of back account.

   b. Proceed to enrollment proper.

❸ *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 school 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.

2. Proceed to any of the designated computer terminals and access the College Enrollment System. Facilitators will be there to assist you. Note: For those who forgot their password, kindly approach the enrollment facilitator to have your password reset.

3. Check and review the encoded courses based on your program curriculum. Select your preferred mode of payment and click finalize. 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. Review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, proceed to the Cashier's Office for payment of fees and validation of enrollment.

ENROLLMENT PROCEDURES

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.

- For Non-board programs
  - a) Go to the Academic Dean, present the Request for Shifting of Program Form for approval.
  - b) Return to the Collegiate Records Unit and submit the approved form for unlocking of account, processing of course enlistment/enrollment, and issuance of endorsement for printing of Official Enrollment Form (OEF).

- For Board Programs
  - a) Proceed to the Guidance Office for Aptitude Test and obtain the test results.
  - b) Go to the Academic Dean, present the Request for Shifting of Program Form and aptitude test results for approval.
  - c) Return to the Collegiate Records Unit and submit the approved form for unlocking of account, processing of course enlistment/enrollment, and issuance of endorsement for printing of Official Enrollment Form (OEF).

ENROLLMENT PROCEDURES

6. Present the endorsement for printing to the Accounting Services Department for printing and issuance of OEF.
7. Review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, proceed to the Cashier's Office for payment of fees and validation of enrollment.
8. 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, enrollment, and issuance of an endorsement for the printing of OEF.
2. Go to the Accounting Services Department. Submit your endorsement for printing of OEF and discount form (if applicable) to the accounting staff, and wait for your Official Enrollment Form (OEF) to be released.
3. Review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, 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

D. For TRANSFEREES and 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. Submit your endorsement for printing of OEF and discount form (if applicable) to the accounting staff, and wait for your Official Enrollment Form (OEF) to be released.
4. Review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, 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 coursed in the LMS.
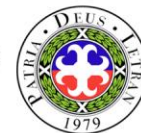
PAYMENT OPTIONS

LETRAN CALAMBA

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

PNB
245610-0137-43
PHILIPPINE NATIONAL BANK(PNB)
Bucal Branch

CEBUANA LHUILLIER
Sender's Name: **Student's Name**
Receiver's Name: **Letran Calamba**
Transaction Type: **Collections**
Amount: **Amount to be Paid**
Reference No.: **Student Number**

BDO
007710086613
BANCO DE ORO(BDO)
Canlubang i-Mall Branch

UnionBank
10-107-007323-0
UNION BANK
Calamba Branch

BPI
0923-3236-19
BANK OF THE PHILIPPINE ISLANDS(BPI)
Calamba Real Branch *(Online Banking Only)*

PAYMENT OPTIONS

LETRAN CALAMBA

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

GCash

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.

SCAN ME

REQUEST FOR STUDENT LOAD ADJUSTMENT

1. Download the Request for Student Load Adjustment Form from the Letran website: letran-calamba.edu.ph and complete it correctly. (**https://www.letran-calamba.edu.ph/media/uploads/2024/02/27/33-00-02-fo-06_rev02-02222023-request-for-student-load-adjustment.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 *August 28, 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
Regular Enrollment **August 19-20, 22-23 and 27, 2024**	**August 28, 2024**
Late Enrollment ***August 29, 2024 to September 11, 2024** Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation and quicker enrollment in the LMS *except Saturday, Sundays, and Holidays*	Within the day (penalty will be applied) August 29 – September 4, 2024, Php 250.00 September 5 – September 11, 2024, Php 500.00
Last day for dropping of courses with tuition fee refund: 75% refundable – **September 4, 2024** 50% refundable – **September 11, 2024**	

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.