



## COLLEGE RECORDS UNIT

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

**2<sup>nd</sup> Semester, AY 2024-2025**

**January 20-24, 2025**

8:30 am – 5:00pm

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

A103 and A104





# ENROLLMENT SCHEDULE

## 2nd Semester, AY 2024-2025

<b>January 20</b>	SEAS, SN & SBMA
<b>January 21</b>	SEA (BSIE, BSARCHI, BSEE, BSCPE, BSCE, and BSECE)
<b>January 22</b>	SEA (BSME), SCST and STHM
<b>January 23</b>	ALL PROGRAMS
<b>January 24</b>	Last day of regular enrollment, payment of fees and processing of petitioned class
<b>January 27</b>	Deletion course reservation processed from January 20 to 24, 2025 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

## 2nd Semester, AY 2024-2025

January 27, 2025	<b>START OF SECOND SEMESTER CLASSES</b>
February 3, 2025	Last day of course adjustment
January 27 – February 11, 2025	Late enrollment
February 11, 2025	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**



# 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 <i>Admissions and Marketing Unit</i> .	Children of alumni who are enrolling for the first time	a. Photocopy of parent's alumni card or any of the following: <ul style="list-style-type: none"> <li>• Diploma;</li> <li>• TOR; or</li> <li>• Certification of graduation</li> </ul>
Pag Ibig Discount	<i>Note: only one discount can be availed</i>	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 second 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://www.lettran-calamba.edu.ph/media/uploads/2024/02/27/template-for-course-load-and-schedule.pdf>





## **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 A103 & A104

Present school ID, prepared course loads, and schedule (list of courses for enlistment) to the enrollment facilitator to secure endorsement for the printing of the OEF.

### 2. Log in to the College Enrollment System

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. Course Enlistment

Check and review the encoded courses based on your program curriculum. Select your preferred mode of payment and click finalize.

### 4. Released of Official Enrollment Form (OEF)

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.

### 5. Payment of Enrollment Fees and Validation

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. Academic Evaluation

Proceed to the Registrar's Department College Records Unit and inform the College Records Evaluator on the intention to shift to another program.

### 2. Processing of the Request for Shifting of Program

- For Non-board programs

- a) Go to the Academic Dean, present the Request for Shifting of Program Form for approval.

- For Board Programs

- a) Proceed to the Guidance Office for Aptitude Test

- b) Go to the Academic Dean, present the Request for Shifting of Program Form and aptitude test results for approval.

### 3. Processing Course Enlistment

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).

### 4. Released of Official Enrollment Form (OEF)

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.

### 5. Payment of Enrollment Fees and Validation

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.

### 6. Processing of School ID

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.







# ENROLLMENT PROCEDURES

## C. for *RETURNEES*

### 1. Academic Evaluation and Course Enlistment

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. Released of Official Enrollment Form (OEF)

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. Payment of Enrollment Fees and Validation

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. Processing of School ID

Go to the Information Technology Department and present your validated OEF for school ID processing.





# ENROLLMENT PROCEDURES

## *D. For TRANSFEREES and CROSS ENROLLEES*

**1. Proceed to the Admissions and Marketing Unit**

Proceed to the Admissions and Marketing Unit for inquiry and processing of application.

**2. Course Enlistment**

Go to the Registrar's Department Collegiate Records Unit for submission of enrollment requirements and processing of academic evaluation and enrollment.

**3. Released of Official Enrollment Form (OEF)**

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. Payment of Enrollment Fees and Validation**

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. Processing of School ID**

Go to the Information Technology Department and present your validated OEF for school ID processing.



## 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/media/uploads/2024/02/27/33-00-02-fo-06_rev02-02222023-request-for-student-load-adjustment.pdf) and complete it correctly.  
([https://www.lettran-calamba.edu.ph/media/uploads/2024/02/27/33-00-02-fo-06\\_rev02-02222023-request-for-student-load-adjustment.pdf](https://www.lettran-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 **January 24, 2025** 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 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 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
<b>Regular Enrollment</b> January 20 – 23, 2025	January 24, 2025
<b>Late Enrollment</b> * <b>January 27 – February 11, 2025</b> Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation and quicker enrollment in the LMS <i>*except Saturday, Sundays, and Holidays</i>	Within the day (penalty will be applied) January 27– February 4, 2025, Php 250.00 February 5 – February 11, 2025, Php 500.00
<b>Last day for dropping of courses with tuition fee refund:</b> 75% refundable – <b>February 4, 2025</b> 50% refundable – <b>February 11, 2025</b>	

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.

