

# Parents' Guide

(What you should know about  
DLSU policies and procedures)

De La Salle University  
Manila

## **A NOTE TO PARENTS**

We are happy to give you a guide that we especially prepared for you, the parents of freshmen. In these pages, we have tried to compress the most important information about the policies and procedures of De La Salle University. We request you to take a few minutes from your busy schedule to read this guide inasmuch as the information here will be most valuable to you during your child's stay in the University.

We also encourage you to read the Student Handbook and visit our University website (<http://www.dlsu.edu.ph>) if you have some more time to spare and are interested in more information.

Thank you for your cooperation. Please do not hesitate to call on us for assistance.

**What is the vision-mission of De La Salle University?**

**VISION**

De La Salle University – Manila is an internationally recognized Catholic university established by the Brothers of the Christian Schools in 1911. Inspired by the charism of St. John Baptist de La Salle, the University harmonizes faith and life with contemporary knowledge to nurture a community of distinguished and morally upright scholars who generate and propagate new knowledge for human development and social transformation. As a resource of Church and Nation, the institution endeavors to form Lasallian Achievers for God and Country who will lead in building a just, peaceful, stable and progressive Filipino nation.

**MISSION**

Guided by this Vision, the University will become a leading research university in Southeast Asia. With its corps of eminent faculty ably supported by visionary leaders and technology-enabled professional services, the institution will offer excellent multidisciplinary programs and build a community of learners and scholars who value the pursuit of new knowledge within the perspective of Christian ideals and values. In an academic environment permeated by excellence and scholarship, the institution will train leaders, competent professionals, scholars, researchers and entrepreneurs, who will participate actively in improving the quality of life in Philippine society.

**What is the motto of the University?**

Christian Achievers for God and Country

**What is the academic calendar of DLSU?**

The trimester calendar consists of three regular trimesters of 14 weeks each and trimestral breaks of approximately 2 weeks each. The first term begins in May, the second in September, and the third in January.

The complete academic calendar for the school year is available at

<http://www.dlsu.edu.ph/offices/registrar/calendar>

**How long does it take for a student to finish a degree program?**

Under the trimestral system, a student should be able to finish the usual four-year program in three years and the usual five-year program in four. Students may extend from one to two terms to complete their thesis and other academic requirements.

**What are the academic programs offered by the different colleges?**

The Colleges of Business and Economics, Computer Studies, Education, Engineering, Liberal Arts, and Science each offer different academic programs that are relevant and responsive to the times.

The programs offered to the freshmen as of academic year 2009-2010 are:

#### **College of Business and Economics**

Bachelor of Science in Applied Corporate Management  
Bachelor of Science in Business Management  
Bachelor of Arts, major in Economics  
Bachelor of Arts, major in Economics and Bachelor of Science in Accountancy  
Bachelor of Arts, major in Economics and Bachelor of Science in Commerce, with majors in: Advertising Management, Legal Management, Management of Financial Institutions, and Marketing Management  
Bachelor of Science in Accountancy  
Bachelor of Science in Applied Economics  
Bachelor of Science in Applied Economics and Bachelor of Science in Accountancy  
Bachelor of Science in Applied Economics and Bachelor of Science in Commerce  
Bachelor of Science in Commerce, with majors in: Legal Management and Management of Financial Institutions  
Bachelor of Science in Entrepreneurship  
Bachelor of Science in Interdisciplinary Business Studies  
Bachelor of Science in Advertising Management  
Bachelor of Science in Marketing Management

#### **College of Computer Studies**

Bachelor of Science in Computer Science  
Bachelor of Science in Computer Science, major in Computer Engineering  
Bachelor of Science in Computer Science, with specializations in: Information Technology, Network Engineering, and Software Technology  
Bachelor of Science in Computer Science, major in Instructional Systems Technology  
Bachelor of Science in Information System  
Bachelor of Science in Computer Science, major in Computer Systems Engineering

#### **College of Education**

Bachelor of Science, major in Early Childhood Education  
Bachelor of Science in Educational Psychology  
Bachelor of Secondary Education, with majors in: Biology, Chemistry, English, Mathematics, Mathematics with specialization in Computer

### **College of Engineering**

Bachelor of Science in Chemical Engineering  
Bachelor of Science in Chemical Engineering,  
minor in Semiconductor Processing  
Bachelor of Science in Civil Engineering  
Bachelor of Science in Civil Engineering, with  
specializations in: Structural Engineering,  
Construction Technology and Management,  
Hydraulics and Water Resources Engineering,  
and Transportation Engineering  
Bachelor of Science in Computer Engineering  
Bachelor of Science in Electronics and  
Communications Engineering  
Bachelor of Science in Industrial Engineering  
Bachelor of Science in Industrial Management  
Engineering, with minors in: Information  
Technology and Service Management  
Bachelor of Science in Manufacturing  
Engineering and Management, with  
specializations in: Biomedical Engineering  
and Mechatronics and Robotics Engineering  
Bachelor of Science in Mechanical Engineering

### **College of Liberal Arts**

Bachelor of Arts in Behavioral Sciences, major in  
Organizational and Social Systems  
Development  
Bachelor of Arts in Development Studies  
Bachelor of Arts in International Studies, with  
majors in: American Studies, European  
Studies, and Japanese Studies  
Bachelor of Arts in Philippine Studies, major in  
Filipino in Mass Media  
Bachelor of Arts in Political Science  
Bachelor of Arts, with majors in: Communication  
Arts, History, Literature, Organizational  
Communication, Philosophy, Psychology and Sports  
Studies  
Bachelor of Science in Psychology  
Bachelor of Arts and Bachelor of Science in  
Commerce -- combination of two majors  
from the two programs Bachelor of Arts and  
Bachelor of Science in Commerce

### **College of Science**

Bachelor of Science in Biochemistry  
Bachelor of Science in Biology  
Bachelor of Science in Chemistry

Bachelor of Science in Chemistry, minor in Business Studies  
 Bachelor of Science in Human Biology  
 Bachelor of Science in Mathematics, with specializations in: Business Applications and Computer Applications  
 Bachelor of Science in Physics, with minors in: Economics and Finance  
 Bachelor of Science in Physics, with specializations in: Materials Science and Medical Instrumentation  
 Bachelor of Science in Premed Physics  
 Bachelor of Science in Statistics, major in Actuarial Science

**How many units must a student carry each term?**

The maximum academic load for students is 18 units for regular terms and 7 units for the summer term. A student may be allowed to enroll 20 units of academic courses during a regular term if the additional 2 units is a PE course. Graduating students whose last term falls on a regular term may take an academic overload of 6 units following the Commission on Higher Education (CHED) guidelines.

**What is the grading system of the University?**

The University adopts the numerical grading system.

Grade Point	Description
4.0	Excellent
3.5	Superior
3.0	Very Good
2.5	Good
2.0	Satisfactory
1.5	Fair
1.0	Passed
0.0	Failed
9.9	Deferred (only for thesis/practicum courses)

*(9.9 is automatically changed to 0.0 after one term if not completed.)*

**How is student progress reported?**

Progress in course work is made known through the grade point average (GPA). The trimestral GPA refers to the weighted average of grades in all academic courses taken in a given trimester, whereas the cumulative GPA refers to the weighted average of grades in all academic courses from the first term in which the student was enrolled up to the trimester just finished.

Detailed computation of the GPA is shown in the Student Handbook.

Academic progress may also be determined by keeping track of the courses already taken as well as the remaining courses to be taken by the student. The

program flowchart provides this information.

The University provides parents/guardians an on-line facility, known as the My.LaSalle Parent, which allows them to view the following information about their child:

- a. Class schedule,
- b. Academic status,
- c. Assessment, and
- d. Discipline records

Parents/guardians may log in to their My.LaSalle Parent account by visiting the site <http://my.dlsu.edu.ph> from any Internet-enabled computer. The facility is available from 0800 to 2000 (Mondays to Fridays) and from 0800 to 1200 (Saturdays). No special computer skill is required.

The username is the ID number of the student, while the password is sent by the Office of the University Registrar to the parents/guardians at the start of the student's stay at De La Salle University-Manila.

The password is carefully selected and assigned for easy recall. Only the parents/guardians and those with whom they share the password may have access to the information. The system does not allow changing of passwords to avoid unauthorized changes.

To assist parents/guardians in the use of the My.LaSalle Parent, the Helpdesk of the Office of the University Registrar is available thru (632) 524-4611, Extension 114, from 0800 to 1800 (Mondays to Fridays) and from 0800 to 1500 (Saturdays).

Students and/or parents may also request for the unofficial Transcript of Records from the Office of the University Registrar to monitor academic performance.

**Can a student fail due to excessive absences?**

Students render themselves ineligible for a passing grade in a given course for the trimester if they are absent from class for more than two and half times the number of class meetings in a week, such as:

- more than 12 ½ times for a class meeting five times a week;
- more than 10 times for a class meeting four times a week;
- more than 7 ½ times for a class meeting thrice a week;
- more than 5 times for a class meeting twice a week; and
- more than 2 ½ times for a class meeting once a week.

**What is considered an approved absence?**

An approved absence is one authorized by the Dean of Student Affairs because the student has to attend an official function or activity. The Approved Absence Form shall be recommended for approval by the University official concerned.

Absences due to sickness for not more than two weeks are considered approved absences and are not counted against the student's attendance if these are certified by a doctor and validated by the University Physician. For absences due to prolonged illness, the student or a duly authorized representative must notify as soon as possible the Vice Dean who shall recommend the appropriate action to be taken.

Students are encouraged to communicate with the faculty concerned about the exceptional circumstances of their absences.

**What reasons may prompt the University to disallow a student to continue his/her studies?**

Students with poor academic performance as well as those with disciplinary problems may be considered ineligible to continue their studies at the University.

**Academic**

The following are ineligible to continue studies at the University:

- a. Upperclassmen who obtain a cumulative GPA of less than 1.0 at the end of the third trimester of any school year of their residence in the University. For freshmen, the cumulative GPA is assessed at the end of three consecutive trimesters starting from the term of entry, notwithstanding any leave of absence.
- b. Upperclassmen who incur 15 or more units of accumulated failure in academic courses by the end of each school year, notwithstanding any leave of absence, and freshmen who incur at least 18 units of accumulated failure in academic courses by the end of the third trimester starting from the term of entry, notwithstanding any leave of absence
- c. For students whose ID number begins with 101 and below: those under the Liberal Arts, Science, Business and Economics, and Education single degree programs who have accumulated 24 units of failure, and those under the LIA-COM, Engineering, Computer Studies, COM-COM, and Education double degree programs who have accumulated 27 units of failure in academic courses at the end of any trimester

For students whose ID number begins with 102 and

above: those under the Liberal Arts, Science, Business and Economics, and Education single degree programs who have accumulated 24 units of failure, under the Computer Studies programs who have accumulated 27 units of failure, and under the LIA-COM, Engineering, COM-COM, and Education double degree programs who have accumulated 30 units of failure in academic courses at the end of any trimester

After proper evaluation, students (regardless of program) who have incurred at least 50% of the maximum number of allowable units of failure in academic courses shall have their Enrollment Assessment Forms (EAFs) withheld. Students who reach the failure limits specified in any subsequent trimester will not be allowed to enroll in the University.

Responsibility for evaluation of eligibility lies with the student. Ineligibility or suspension does not depend on prior notice by the University.

Any failure incurred is automatically added to previous accumulated units of failure. Only students who have not reached the maximum allowable accumulated failures may re-enroll any failed course. If a student receives a grade of 2.5 or higher in the re-enrolled failed course, the original failure will not be counted in the accumulation of the number of units failed. However, all failures will still be counted for purposes of GPA computation and will be reflected in the student's transcript of records.

Non-graduating students having 57 or fewer units remaining in their curriculum and having accumulated the maximum number of units of failure set per program will not be allowed to carry a load of more than 12 units for the following term.

Pre-enrollment of students who have become ineligible will be invalidated automatically.

***For summer classes:***

Grades earned in courses enrolled in the summer term will be computed as part of the third trimester GPA of the immediately preceding school year.

Academic failures in the summer term will be included as part of the accumulations of the immediately preceding school year.

Evaluation of a student's eligibility status, taking into account all other policies of the Student Handbook, is premised on the above conditions.

Students who have become ineligible as of the end of the third trimester of the preceding school year are not qualified to take summer classes and therefore should drop their courses in the event that they have been allowed to pre-enroll. Courses enrolled by ineligible students will be invalidated. Payments made for such courses will be fully refunded.

### **Disciplinary**

Students who commit major and minor offenses indicated in the Student Handbook are subject to disciplinary action. Students with major offenses may face probation, suspension, dismissal, or expulsion depending on the gravity of the offense.

#### **When can a student shift?**

To be able to shift within his/her college or to another college, a student must:

- a. complete the residency requirement (two completed terms in the current program);
- b. satisfy the GPA requirement (this varies from one college to another); and
- c. pass shifting examinations administered by the Institutional Testing and Evaluation Office (although this may not be required by some colleges).

Information on shifting procedures is available at the Office of the University Registrar.

#### **When are major examinations given?**

Midterm exams are given during the 7th week of the term and final exams on the 14th week of the term.

#### **Are special or late exams given?**

Faculty members are not obliged to give a special or late exam to any student who fails to take an examination during a regular schedule, unless the failure to take the exam is due to an approved absence or conflict in examination schedule. In such cases, special considerations are given.

#### **What is the enrollment schedule at DLSU?**

Enrollment for the succeeding term is set on the 10<sup>th</sup> and 11<sup>th</sup> weeks of the current term. Enrollment is done on-line via the My.LaSalle University portal found in the DLSU website. Students can enroll themselves using Internet-connected computers inside or outside the University.

An adjustment period is scheduled before the start of classes. By this time, grades for individual courses have been received by the students. This period is reserved for students who obtained failing grades as well as

those who shifted from one program to another. The adjustment period enables these students to add/delete courses for the next term.

**When are tuition fees paid and what are the modes of payment?**

Deadlines for payment of tuition and fees are posted on administrative bulletin boards and printed on the student's Enrollment Assessment Form (EAF).

Tuition and fees for the succeeding term may be paid from week 10 of the current term until the last working day before the start of classes. Payment may also be made on week 1 or 2 of the succeeding term but with a surcharge.

Freshmen and transferees shall pay in full every term for one year. Graduating students who are on their last term shall pay in full. Cross-enrollees and upperclassmen with assessments of P8,000 and below shall also pay in full. Others may opt to pay by installment following the guidelines in the Student Handbook. Payments shall be made at the University Accounting Office.

For convenience, payments for tuition and fees may also be made at any iBank branch using the DLSU-iBank Bills Payment Facility (BPF), as well as at any United Coconut Planters Bank (UCPB) branch using the DLSU-UCPB Over-the-Counter Collection Facility (OTCCF). Guidelines in using the BPF, OTCCF and other payment modes are available at the DLSU website (<http://www.dlsu.edu.ph/offices/accounting/payments>)

Students who fail to meet the deadline for payment or fail to make any payment as first installment by the stipulated deadline will be considered not enrolled. This will automatically result in the deletion of the student's name from the official enrollment list. These students need to file for a Leave of Absence (LOA). Such students will also be charged an amount equal to 10% of their assessment as retention fee, regardless of whether the students attended classes or not.

Students with outstanding balances from previous trimesters will not be accommodated for current transactions unless they settle their previous accounts.

**Are refunds given if a student decides to discontinue his/her studies?**

Claims for refund are made according to the following memorandum from the Commission on Higher Education:

'When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses. A student who transfers

or otherwise withdraws in writing within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged 10 percent of the total amount due for the term if he withdraws within the first week of classes, or 20 percent if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes.'

Students who pay by installment and then subsequently file for a leave of absence after the second week of classes will still have to pay the balance of their tuition and fees.

**Is there a loan program for undergraduate students?**

Loans are available to upperclassmen who cannot meet the deadline for payment of tuition. These are short-term, interest-free loans which are payable within the term. This loan can be availed of only once every school year and entails no processing fee.

The loan application period takes place two weeks before the start of classes until the first week of the trimester or until the maximum amount allocated by the University for loans has been reached. The Scholarship and Financial Assistance (SFA) Office handles this program.

**When are classes suspended?**

Classes are automatically suspended during typhoon signal No. 3 or above.

During lower typhoon signals, the University follows government orders, such as from Malacañang, the Commission on Higher Education (CHED), or the Office of the Mayor of Manila.

In case the decision is left to the discretion of the school, the Office of the President and Chancellor makes the decision for suspension of classes. The following are taken into consideration in deciding whether or not to suspend classes: safety of the members of the academic community, weather forecast for the day/rest of the day, flooded areas, transportation availability, and the academic calendar.

**How is suspension of classes announced?**

Generally, the suspension of classes is announced by the Office the Vice Chancellor for Administration through the following:

1. DLSU WISe. (Wireless Information Services), by sending **dlsu announce** to 211 (Smart) or 2333 (Globe)

2. DLSU website (<http://www.dlsu.edu.ph>)
3. DLSU trunkline (524-4611)
4. Postings are made at the South, North, Engineering and Gokongwei gates and at offices such as the Office of the University Registrar, Discipline Office and the Student Council (except when suspension is made before 8:00am)
5. Campus Public Address system (except when suspension is made before 8:00am)

It is important to keep in mind that **if there is no announcement, classes will go on as usual.**

**What are other ways by which the University makes announcements?**

Announcements are made through the official DLSU-Manila e-mail system and through bulletin board postings. Students are expected to keep themselves abreast of announcements from the University.

**What is the University's position on fraternities?**

Students found to be members of a fraternity or similar unrecognized organization will be dismissed from the University.

**If students have any grievances, how are these resolved?**

Grievances against any member of the academic community are best settled through sincere dialogue and discussion as befitting Christians in an academic community. It is only as a last resort that one must take formal procedures to settle such grievances. As long as grievance is made orally, it is considered informal and is to be settled informally. Only when a grievance is expressed in writing and duly signed does it become a formal complaint needing a formal procedure for settlement. Procedures for various types of cases are outlined in the Student Handbook.

**How are official transactions done?**

Official business with any department/office of the University or with any administrative personnel should be transacted in writing. All communications regarding specific students should contain the students' name, ID number and degree program. Students are strongly encouraged to use the official DLSU-Manila e-mail system for e-mailed communications.

**If parents wish to consult any faculty member or administrator, how do they go about**

A parent may call the department/office concerned and make an appointment through the secretary. Concerns regarding academic programs and faculty may be coursed through the Office of the College Dean or the Department Chair. Concerns regarding student

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eligibility, enrollment, shifting, and leave of absence may be coursed through the Office of the Vice Dean.

For the directory of offices and administrators, please visit <http://www.dlsu.edu.ph/offices/>