

# Parents' Guide

## (Freshmen AY 2016-2017)

## **A NOTE FOR THE 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 (DLSU). 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 (2015-2018) 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 (**Tel. 524-4611 local 245**) or send us an email ([registrar@dlsu.edu.ph](mailto:registrar@dlsu.edu.ph)).

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

#### VISION-MISSION

A leading learner-centered and research University bridging faith and scholarship, attuned to a sustainable Earth, and in the service of Church and society, especially the poor and marginalized.

(<http://www.dlsu.edu.ph>)

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

De La Salle University operates under the trimestral system. Its academic calendar consists of three (3) regular trimesters of 14 weeks each, as follows:

TRIMESTER ACADEMIC CALENDAR SCHEDULE	
Term	Period
Term 1	August (fourth week) to December (second week)
Term 2	January (first week) to April (third week)
Term 3	May (third week) to August (fourth week)

The specific dates may be found in the [UniCalendar](#) or type <http://calendar.dlsu.edu.ph/>

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

Under this system, students should be able to finish their studies in less time than their counterparts in the semestral program. This is made possible by the more evenly paced schedule of subjects for each trimester.

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

**What are the Undergraduate (UG) level academic programs offered by the different colleges?**

The leading position of De La Salle University in the Philippines and in the region rests on the recognized quality of teaching, learning and research of its 8 colleges and school comprised of 36 academic departments.

With the exception of the College of Law, they offer undergraduate (UG) level academic programs that are relevant and responsive to the times.

An **academic program** is the program to which a student applies, is admitted and from which the student graduates.

The academic programs offered to the Freshmen of Academic Year 2016-2017 are:

**Br. Andrew Gonzalez FSC College of Education**

Bachelor of Elementary Education, major in Early Childhood Education  
Bachelor of Secondary Education (BSE), major in English  
BSE, major in Biology  
BSE, major in Chemistry  
BSE, major in Mathematics  
BSE, major in Mathematics with specialization in Computer Applications  
BSE major in Physics  
BSE major in Physical Sciences

**College of Computer Studies**

\*Bachelor of Science (BS) in Computer Science, major in Instructional Systems Technology  
with specialization in Software Technology  
with specialization in Network Engineering  
BS in Computer Science, major in Computer Systems Engineering  
BS in Information System  
Bachelor of Science in Information Technology

**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 History  
AB in International Studies, major in American Studies  
AB in International Studies, major in European Studies  
AB in International Studies, major in Japanese Studies  
AB in International Studies, major in Chinese Studies  
Bachelor of Arts in Literature  
Bachelor of Arts in Philippine Studies, major in Filipino in Mass Media (AB-PHS)  
Bachelor of Arts in Political Science  
Bachelor of Arts in Communication Arts  
Bachelor of Arts in Organizational Communication  
AB, Major in Philosophy  
Bachelor of Arts in Psychology  
Bachelor of Science in Psychology  
Bachelor of Arts in Southeast Asian Studies  
\*Bachelor of Arts in Behavioral Sciences and Master of Arts in Behavioral Sciences with specialization in Organizational and Social Systems Development (Ladderized Program)

**College of Liberal Arts (Arts-Bus)**

(Bachelor of Arts (AB major fields) and Bachelor of Science (in any business degree program) or ARTS-BUS Program)  
Bachelor of Arts (AB) in Behavioral Sciences major in Organizational and Social Systems Development and BS in Advertising Management  
Bachelor of Arts (AB) in Behavioral Sciences major in Organizational and Social Systems Development and BS in Applied Corporate Management  
Bachelor of Arts (AB) in Behavioral Sciences major in Organizational and Social Systems Development and BS in Accountancy  
Bachelor of Arts (AB) in Behavioral Sciences major in Organizational and Social Systems Development and BS in Management of Financial Institutions

Bachelor of Arts (AB) in Behavioral Sciences major in Organizational and Social Systems Development and BS in Legal Management  
Bachelor of Arts (AB) in Behavioral Sciences major in Organizational and Social Systems Development and BS in Business Management  
Bachelor of Arts (AB) in Behavioral Sciences major in Organizational and Social Systems Development and BS in Marketing Management  
AB in Development Studies and BS in Advertising Management  
AB in Development Studies and BS in Applied Corporate Management  
AB in Development Studies and BS in Accountancy  
AB in Development Studies and BS in Management of Financial Institutions  
AB in Development Studies and BS in Legal Management  
AB in Development Studies and BS in Business Management  
AB in Development Studies and BS in Marketing Management  
AB in History and BS in Advertising Management  
AB in History and BS in Applied Corporate Management  
AB in History and BS in Accountancy  
AB in History and BS in Management of Financial Institutions  
AB in History and BS in Legal Management  
AB in History and BS in Business Management  
AB in History and BS in Marketing Management  
AB in International Studies major in American Studies and BS in Advertising Management  
AB in International Studies major in American Studies and BS in Applied Corporate Management  
AB in International Studies major in American Studies and BS in Accountancy  
AB in International Studies major in American Studies and BS in Management of Financial Institutions  
AB in International Studies major in American Studies and BS in Legal Management  
AB in International Studies major in American Studies and BS in Business Management  
AB in International Studies major in American Studies and BS in Marketing Management  
AB in International Studies major in European Studies and BS in Advertising Management  
AB in International Studies major in European Studies and BS in Applied Corporate Management  
AB in International Studies major in European Studies and BS in Accountancy  
AB in International Studies major in European Studies and BS in Management of Financial Institutions  
AB in International Studies major in European Studies and BS in Legal Management  
AB in International Studies major in European Studies and BS in Business Management  
AB in International Studies major in European Studies and BS in Marketing Management  
AB in International Studies major in Japanese Studies and BS in Advertising Management  
AB in International Studies major in Japanese Studies and BS in Applied Corporate Management  
AB in International Studies major in Japanese Studies and BS in Accountancy  
AB in International Studies major in Japanese Studies and BS in Management of Financial Institutions  
AB in International Studies major in Japanese Studies and BS in Legal Management  
AB in International Studies major in Japanese Studies and BS in Business Management

AB in International Studies major in Japanese Studies and BS in Marketing Management  
 AB in Literature and BS in Advertising Management  
 AB in Literature and BS in Applied Corporate Management  
 AB in Literature and BS in Accountancy  
 AB in Literature and BS in Management of Financial Institutions  
 AB in Literature and BS in Legal Management  
 AB in Literature and BS in Business Management  
 AB in Literature and BS in Marketing Management  
 AB in Philippine Studies major in Filipino in Mass Media and BS in Advertising Management  
 AB in Philippine Studies major in Filipino in Mass Media and BS in Applied Corporate Management  
 AB in Philippine Studies major in Filipino in Mass Media and BS in Accountancy  
 AB in Philippine Studies major in Filipino in Mass Media and BS in Management of Financial Institutions  
 AB in Philippine Studies major in Filipino in Mass Media and BS in Legal Management  
 AB in Philippine Studies major in Filipino in Mass Media and BS in Business Management  
 AB in Philippine Studies major in Filipino in Mass Media and BS in Marketing Management  
 AB in Political Science and BS in Advertising Management  
 AB in Political Science and BS in Applied Corporate Management  
 AB in Political Science and BS in Accountancy  
 AB in Political Science and BS in Management of Financial Institutions  
 AB in Political Science and BS in Legal Management  
 AB in Political Science and BS in Business Management  
 AB in Political Science and BS in Marketing Management  
 AB major in Communication Arts and BS in Advertising Management  
 AB major in Communication Arts and BS in Applied Corporate Management  
 AB major in Communication Arts and BS in Accountancy  
 AB major in Communication Arts and BS in Management of Financial Institutions  
 AB major in Communication Arts and BS in Legal Management  
 AB major in Communication Arts and BS in Business Management  
 AB major in Communication Arts and BS in Marketing Management  
 AB major in Organizational Communication and BS in Advertising Management  
 AB major in Organizational Communication and BS in Applied Corporate Management  
 AB major in Organizational Communication and BS in Accountancy  
 AB major in Organizational Communication and BS in Management of Financial Institutions  
 AB major in Organizational Communication and BS in Legal Management  
 AB major in Organizational Communication and BS in Business Management  
 AB major in Organizational Communication and BS in Marketing Management  
 AB major in Philosophy and BS in Advertising Management  
 AB major in Philosophy and BS in Applied Corporate Management  
 AB major in Philosophy and BS in Accountancy  
 AB major in Philosophy and BS in Management of Financial Institutions  
 AB major in Philosophy and BS in Legal Management  
 AB major in Philosophy and BS in Business Management  
 AB major in Philosophy and BS in Marketing Management  
 AB major in Psychology and BS in Advertising Management  
 AB major in Psychology and BS in Applied Corporate Management

AB major in Psychology and BS in Accountancy  
AB major in Psychology and BS in Management of Financial Institutions  
AB major in Psychology and BS in Legal Management  
AB major in Psychology and BS in Business Management  
AB major in Psychology and BS in Marketing Management

### **College of Science**

Bachelor of Science (BS) in Biochemistry  
BS in Biology  
BS in Chemistry  
BS in Chemistry minor in Business Studies  
BS in Human Biology  
BS in Mathematics, with specialization in Business Applications  
BS in Mathematics, with specialization in Computer Applications  
BS in Statistics, major in Actuarial Science  
BS in Physics, minor in Economics  
BS in Physics, minor in Finance  
BS in Physics, with specialization in Materials Science  
BS in Physics, with specialization in Medical Instrumentation )  
BS in Premed Physics

### **Gokongwei College of Engineering**

Bachelor of Science in Chemical Engineering  
BS in Civil Engineering w/ Specializations in Structural Engineering;  
Construction Technology and Management; Hydraulics and Water  
Resources Engineering; Transportation Engineering  
BS in Computer Engineering  
BS in Electronics Engineering  
BS in Industrial Engineering  
BS in Industrial Management Engineering minor in Information Technology  
BS in Industrial Management Engineering minor in Service Management  
BS in Manufacturing Engineering and Management with specialization in  
Mechatronics and Robotics Engineering  
BS in Manufacturing Engineering and Management with specialization in  
Biomedical Engineering  
BS in Mechanical Engineering w/ concentration in Mechatronics  
Engineering  
\*Bachelor of Science in Industrial Engineering and Master of Science in  
Industrial Engineering minor in Information Technology (Ladderized  
program)  
\*Bachelor of Science in Industrial Engineering and Master of Science in  
Industrial Engineering minor in Service Management (Ladderized  
Program)

### **Ramon V. del Rosario College of Business**

Bachelor of Science in Accountancy  
Bachelor of Science in Advertising Management  
Bachelor of Science in Applied Corporate Management  
Bachelor of Science in Business Management  
Bachelor of Science in Entrepreneurship  
Bachelor of Science in Interdisciplinary Business Studies  
Bachelor of Science in Legal Management  
Bachelor of Science in Management of Financial Institutions  
Bachelor of Science in Marketing Management

### **School of Economics**

Bachelor of Science (BS) in Applied Economics (Honors) (Ladderized)  
BS in Applied Economics major in Industrial Economics  
BS in Applied Economics major in Industrial Economics and BS in Accountancy  
BS in Applied Economics major in Industrial Economics and BS in Advertising Management  
BS in Applied Economics major in Industrial Economics and BS in Applied Corporate Management  
BS in Applied Economics major in Industrial Economics and BS in Business Management  
BS in Applied Economics major in Industrial Economics and BS in Legal Management  
BS in Applied Economics major in Industrial Economics and BS in Management of Financial Institutions  
BS in Applied Economics major in Industrial Economics and BS in Marketing Management  
BS in Applied Economics major in Financial Economics  
BS in Applied Economics major in Financial Economics and BS in Accountancy  
BS in Applied Economics major in Financial Economics and BS in Advertising Management  
BS in Applied Economics major in Financial Economics and BS in Applied Corporate Management  
BS in Applied Economics major in Financial Economics and BS in Business Management  
BS in Applied Economics major in Financial Economics and BS in Legal Management  
BS in Applied Economics major in Financial Economics and BS in Management of Financial Institutions  
BS in Applied Economics major in Financial Economics and BS in Marketing Management  
Bachelor of Arts (AB) Major in Economics  
AB Major in Economics and BS in Accountancy  
AB Major in Economics and BS in Advertising Management  
AB Major in Economics and BS in Applied Corporate Management  
AB Major in Economics and BS in Business Management  
AB Major in Economics and BS in Legal Management  
AB Major in Economics and BS in Management of Financial Institutions  
AB Major in Economics and BS in Marketing Management

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

For regular terms, the maximum academic load for undergraduate students is 18 units, or the number of units indicated on the program checklist, whichever is higher.

A student may be allowed to enroll beyond the maximum allowable load during a regular term if the additional units pertain to or the list of enrolled courses includes a PE course.

Graduating students who are on their last term may take an academic overload not exceeding 6 units following the Commission on Higher Education (CHED) guidelines.  
*(Student Handbook, Section 11: Credit, Grading and Retention)*



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

The University adopts the numerical grading system below.

<b>Grade Point</b>	<b>Description</b>
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?**

During the first meeting of every class, the teacher provides the student with a copy of the course syllabus, either in print or in electronic form. The grading system for the course/subject is written in the course syllabus and this serves as the basis for the computation of the final grade of the student. The final grade is reported in terms of the grade point shown above.

The progress of the student in the program to which he/she belongs is made known through the Grade Point Average (GPA). The GPA of the student can be monitored by getting the weighted average of grades in all academic courses taken in a given trimester (Trimestral GPA) or the weighted average of the grades in all academic courses from the first term in which the student was enrolled up to the last trimester just finished.

The detailed computation of the GPA is explained on the Student Handbook. (*Refer to Section 11, Item 11.6, page 93*)

The academic progress may also be determined by monitoring the courses already taken, the remaining courses to be taken and the number of failures accumulated by the student. The program checklist provides all the courses that must be taken to complete the academic program and the number of units per subject/course.

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
- 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 0800-1200 (Saturdays). No special computer skill is required.

For the initial access to the My.Lasalle Parent account, the student must first log in using his/her Username and password. Proceed to the main page, click View Parent's Access and the password for the parent/guardian will appear on the screen. The password was carefully selected and assigned for easy recall. Only the parents/guardian 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.

For subsequent login to this account, the Username of the parent/guardian is the ID number of the student, while the password to be used is the system generated password issued to them. When in need of further assistance, please contact the Enrollment Services Hub (ESH) through (632) 524-4611, Extension 114 from 0800-1700 (Mondays to Fridays) and from 0800-1200 (Saturdays).

Students and/or parents/guardians may also request for the unofficial Transcript of Records to monitor the academic performance of the student

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

Students render themselves ineligible for a passing grade in a given course/subject for the trimester if they are absent from class for more than **two and a half (2.5) times the number of class meetings in a week** such as:

- More than 12 ½ times in 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
- More than 2 ½ 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 (DSA) because a 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 of not more than two (2) weeks are considered approved absences and should therefore not be counted against the student's attendance if it is certified by a medical doctor using his/her official letterhead and validated by the Health Services Office Director.

In case of absences due to prolonged illness, a student or his/her duly authorized representative should notify as soon as possible the Vice Dean of the College to which the student belongs, 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 will no longer be eligible to enroll in the University due to academic ineligibility as specified in the Student Handbook or disciplinary problems that warranted the implementation of corrective measures and formative interventions specified in the Student Handbook.

### **Academic Ineligibility**

The following are ineligible to continue studies at the University:

- a. Upperclassmen who obtain a cumulative GPA of less than 1.000 at the end of the Third Trimester of any Academic Year of their residence in the University may not re-enroll. For Freshmen, the cumulative GPA is assessed at the end of three consecutive trimesters starting from the term of entry, notwithstanding a leave of absence (LOA)
- b. Upperclassmen who incur 15 units of accumulated units of failure in academic courses by the end of each academic year, notwithstanding any LOA, are ineligible to enroll. Freshmen are ineligible to continue their studies in the University if they incur at least 18 units of accumulated units of failure in academic courses by the end of the Third Trimester starting from the term of entry notwithstanding any LOA.
- c. Students with ID number 102 and above:  
Those under the College of Liberal Arts, College of Science, School of Economics, Ramon V. del Rosario College of Business and Br. Andrew Gonzalez FSC College of Education (Single Degree Programs) who have accumulated 24 units of failure;  
Those under the College of Computer Studies programs who have accumulated 27 units of failure  
Those under the Gokongwei College of Engineering, LIA-COM, COM-COM and Education Double Degree Programs who have accumulate 30 units of failure in academic courses at the end of any trimester.
- d. Students in DLSU-STC with ID number 112 and below who obtains a cumulative GPA of less than 1.000 at any given term after his/her Third Term in the University are not allowed to re-enroll.

After proper evaluation, students (regardless of the program he/she belongs) incurring at least 50% of the maximum allowable failure accumulations in academic course shall have their EAFs withheld. Students who reach the failure limit 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 accumulate 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 on the Transcript of Records.

Students who have accumulated the maximum number of units of failure set per program but have **57 or fewer units remaining** in their curriculum will be allowed to re-enroll, provided that they will not be allowed to carry a load of more than 12 units for the following terms, unless the student is graduating.

### ***Disciplinary Actions***

Students who commit minor or major offenses and were required to undergo corrective measures and formative interventions such as suspension, non-readmission, exclusion, dismissal or expulsion as penalty.

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

A student can shift to another program within the same or a different college provided he/she has

- a. completed the residency requirement (two completed terms in the current program)
- b. satisfied the GPA requirement (varies from one college to another)
- c. passed the shifting examinations administered by the Institutional Testing and Evaluation Office (ITEO),

**Note:** *The passing grade varies from one college to another.*

The pre-application procedure for undergraduate shifting begins on the first week of the term. The schedule and procedures for shifting are available through the bulletin boards and internet postings of the Office of the University Registrar.

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

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

The two major examinations given during the term are the midterm exams (conducted on the 7<sup>th</sup> week of each trimester) and the final exams (given on the 14<sup>th</sup> week of each trimester).

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

Faculty members are not obliged to give special or late examination to any student who fails to take a long, midterm or final examination during its regular schedule, unless the failure to take the exam is due to an approved absence or a 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 Week 11 of the current term. This is done via the online enrollment facility of animo.sys (Using your internet browser, access [animo.sys.dlsu.edu.ph](http://animo.sys.dlsu.edu.ph)) Students can enroll themselves using internet-connected computers inside or outside the campus.

An adjustment period is scheduled before the start of classes. By this time, the grades for individual courses have been received by the students. The adjustment 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.

Refer to the link for the specific dates and reminders on matters related to enrollment and adjustment schedules, shifting, application to graduate and graduation activities.

Link: <http://www.dlsu.edu.ph/offices/registrar/schedules/default.asp>

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

The schedule of payments is printed on the Enrollment Assessment Form (EAF) of each student and posted on the bulletin board of the Finance and Accounting Office. Students can print their EAF starting on Week 12 of the current term. Payment may also be done as long as the student has the printed copy of the EAF.

Tuition and fees for the succeeding term may be paid from Week 12 of the current term until the last working day before the start of classes.

Students may opt to avail of the United Coconut Planters Bank (UCPB) or Union Bank of the Philippines (UBP), and Metrobank over the counter payment facility when paying their tuition and fees. Copies of the guidelines and procedures are available at the Finance and Accounting Office and at

**<http://www.dlsu.edu.ph/offices/accounting/payments>**

Payment may also be made on Week 1 or Week 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 also pay in full. Cross-enrollees and upperclassmen with assessments of Php8,000 and below shall also pay in full. Others may opt to pay by installment following the guidelines in the Student Handbook.

A student who has not paid anything on the stipulated deadline will be considered not enrolled. As such, this will automatically result in the removal of the student's name from the official enrollment list. These students need to file for a Leave of Absence (LOA). Students removed from the official enrollment list will also be charged an amount equal to 10% of their assessment, regardless of whether they 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 (CHED) which in part states that,

*"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 any time after the second week of classes."*

Students who pay by instalment and then subsequently file for a leave of absence (LOA) 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 students with at least one (1) term of enrollment at the University and who cannot meet the deadline for payments of tuition. After the deadline for loan payment, a 1% interest per month shall be imposed on the outstanding loan.

A loan may only be availed of once every academic year and entails no processing fee. To enroll for the next trimester, loans obtained for a current trimester must be settled one week before the scheduled date of online enrollment for the succeeding trimester.

The Student Loan Program (SLP) is a short-term interest-free facility for the payment of tuition and fees of undergraduate and graduate students. (link: <http://www.dlsu.edu.ph/scholarships/slp/>)

The applicant downloads the **SLP Application Form** at [http://www.dlsu.edu.ph/scholarships/slp/\\_pdf/SLP\\_appform.pdf](http://www.dlsu.edu.ph/scholarships/slp/_pdf/SLP_appform.pdf).

**When are classes suspended?**

Classes are automatically suspended, without need for any announcement from the University, under the following conditions:

- During regular holidays or when declared as a special non-working holiday by the Office of the President of the Philippines or, in the case of local holidays, by the local government of the Province/City/Municipality having political jurisdiction over the campus.
- When specifically declared as “all levels” and for private schools by national government agencies, such as the Office of the President or the National Disaster Risk Reduction and Management Council (NDRRMC); or
- When specifically declared as “all levels” and for private schools by the local government for classes held in campuses covered by its jurisdiction; or
- When Typhoon Signal No. 3 or above is raised.

The President and Chancellor makes the decision for the suspension of classes under the following conditions:

- In cases when the decision on the suspension of classes, for whatever reason, is left by the government to the discretion of the school;
- In all other cases when the school, on its own, intends to suspend classes.

**How is the suspension of classes announced?**

The decision of the President/Chancellor will be communicated to the Vice Chancellor for Administration for dissemination. The official announcement of the suspension of classes will be made through the following:

- De La Salle University website (<http://www.dlsu.edu.ph>)
- DLSUManila via Twitter (<http://twitter.com/#!/DLSUManila>)
- De La Salle University via Facebook (<http://www.facebook.com/DLSU.Manila.100>)

- De La Salle University – Admin  
(<http://www.facebook.com/dlsu.administration>)  
([http://twitter.com/dlsu\\_adm1n](http://twitter.com/dlsu_adm1n))
- De La Salle University – STC  
(<http://www.facebook.com/DLSUScienceTechnologyComplex>)
- De La Salle University via Tumblr  
(<http://dlsumanila.tumblr.com>)

**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.

- Help Desk Announcements (received by members of the academic community through their DLSU email accounts)
- De La Salle University trunkline (**524-4611**)
- Postings at the South, North, Velasco, Gokongwei, and Gonzalez gates, and at offices such as the Office of the University Registrar and the Student Government (except when suspension is made before 8:00 am)
- Campus Public Address system (except when suspension is made before 8:00 am)

**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?**

All official business with any office, unit or department of the University, or with any administrative personnel, should be transacted in writing following the standard letter format.

The student should provide two (2) copies: one copy for the office concerned and the other one noted by the recipient for the student as a receiving copy. Oral arrangements or agreements should be supported afterwards by a written document.

All communications should be signed with the student's name and ID number. Hard copies should be signed. For e-mailed communications, students are strongly encouraged to use their official My.LaSalle account.

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

A parent may call the department/office concerned and make an appointment through the secretary/administrative assistant. Concerns regarding academic programs and faculty may be coursed through the Office of the Dean or the Department Chair. Concerns about student eligibility, enrolment, shifting, and filing of leave of absence (LOA) are referred to the Office of the Vice Dean.

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