

# Primer for New Graduate Students

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## **About the Office**

- The Office of the University Registrar is an academic service unit that administers operations in the areas of: enrollment, student records, graduation, faculty attendance, government liaison and other related services

## **DLSU WISE (Wireless Information Service)**

- Text "DLSU ANNOUNCE" to 2333 (Globe) and 211 (Smart)
- Text "DLSU HELP" for other keywords

## **My.LaSalle (MLS) account**

- Portal for email and On-Line Enrollment. Activation of account is on-line or at Information Technology Center (ITC), Gokongwei Bldg. Room 305 (Ext. 316 or 466)

## **Suspension of classes**

- DLSU-Manila adopts the decision of national or local government agencies during typhoons and other emergencies
- When the decision is left to the discretion of the school, the President and Chancellor makes the decision regarding the suspension of classes. The decision is relayed through the Vice Chancellor for Administration, who officially disseminates the information to the academic community through postings at all gates, through the website, and through text messaging

## **Academic calendar**

- The regular academic calendar consists of fourteen (14) weeks:  
Term 1 – starts last week of May  
Term 2 – starts second week of Sept.  
Term 3 – starts second week of Jan.

## **Student records**

- A student with a change in name, address, civil status and other vital information should inform the Office of the University Registrar through the Request for Change of Information (Form R-50)
- Students are liable for incorrect information in the ID, registration/enrollment form, and other school documents

## **Enrollment**

- All payments should be made at the Accounting Office. Non-payment means removal from list of students officially enrolled

- Rules on refund follow CHED policies:  
100% - before term starts  
90% - until end of Week 1  
80% - until end of Week 2
- Adding or changing of courses and late enrollment (for those enrolled in the previous term) may be done only online on a specific date before the start of the term.
- A dissolved class may be converted to a special class. Application for a special class must be done within Week 2 of the term
- A student who cannot enroll in any regular/special class must enroll for residency online not later than the end of Week 2 of the term
- A student with two "Incomplete" (INC) grades will not be allowed to enroll
- A course may dropped only up to the end of Week 2 of the term. Officially-dropped courses will not appear in the Transcript of Records
- After the dropping period, a student has to apply for withdrawal if he/she wishes to discontinue attending a course. A "W" appears in the Transcript of Records. A student may withdraw from a course until the end of Week 7 of the term
- Steps in On-Line Enrollment (Activation of MLS account, Academic Advising, On-Line enrollment, Claiming of Enrollment Assessment Form, also known as EAF), Payment
- Check your Student Enrollment Record or Enrollment Assessment Form (EAF) if classes listed are those you enrolled. Also, please check if you are attending the correct class and section versus your Enrollment Assessment Form and what you intended to enroll

## **Academic policies**

- In a master's program, courses for which grades below 2.0 were obtained should be repeated
- In a doctoral program, courses for which grades below 2.5 were obtained should be repeated
- A grade of "Incomplete" becomes a "W" after one (1) term. The highest completion grade is a 3.5 only

- A grade of “Unauthorized Withdrawal” (UW) means the student has discontinued class attendance. A grade of UW is equivalent to 0.0
- A student who incurs two (2) grades of 0.0 is automatically rendered ineligible to reenroll in the program
- A student may shift twice only, or have a maximum of three (3) programs only
- In the computation of the Grade Point Average (GPA), only grades in courses taken at De La Salle University-Manila are included. Corollary to this, grades in all courses taken at De La Salle University-Manila are included in the computation, regardless of program
- Students with ID#103 onwards are required to take Advanced Technical Reading and Writing—ENG501M (3 units) not later than the second term of enrollment; and ENG502M (3 units) not later than the third term of enrollment. Exemption is possible through a qualifying exam

**Completion of program**

- Graduation is not automatic. Students who have completed their programs need to apply to graduate, which includes an evaluation of records, to a measurement and payment of applicable fees
- Students in the diploma or certificate programs need to complete at the end of their programs to receive their Transcript of Records and Certificate of Completion
- The official date of graduation or completion is the last day of the term when all the requirements of the program have been satisfied and submitted to the Office of the University Registrar

**NOTE: This Primer serves as a quick reference only. The Graduate Student Handbook and postings contain other policies.**



## Office of the University Registrar

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