

# **GRADUATE STUDIES ENROLLMENT**

**For AY 2011-12, Term 3**

## **Step 1: Account Activation (NOW!)**

- For students who paid tuition after **20 Sep 2011**, activate your 'my.dlsu' account via –  
[http://my.dlsu.edu.ph/create\\_account.asp](http://my.dlsu.edu.ph/create_account.asp)

## **Step 2: Academic Advising**

- Settle clearances not later than **08 Nov 2011**
- View Primer on Graduate Studies Enrollment at <http://www.dlsu.edu.ph/offices/registrar/pdf/brochures>
- View course offerings at <http://my.dlsu.edu.ph>
- Visit your Program Coordinator at the department

## **Step 3: On-Line Enrollment (21 to 22 Nov 2011)**

- Log in at <http://my.dlsu.edu.ph> from 0800 to 2000

## **Step 4: Claiming of EAF**

- Claim EAF at the Office of the Vice Dean starting **02 Dec 2011**

Expires on: 09 Mar 2012



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# **GRADUATE STUDIES ADJUSTMENT**

**For AY 2011-12, Term 3**

## **Advance Adjustment (12 to 17 Dec 2011)**

- Visit your Vice Dean/Academic Assistant
  - Returnees - 12 to 17 Dec 2011

## **Regular Adjustment (02 Jan 2012)**

- Log in at <http://my.dlsu.edu.ph> from 0800 to 2000
  - Late enrollees
  - Add/Drop Course
- Claim EAF (**03 Jan 2012**)
  - LS229  
0800 to 1800 (No Lunch Break)
  - Makati Extension Campus (MEC) 5<sup>TH</sup>/ floor RCBC, Tower 2  
13:30 – 19:00

**THERE WILL BE NO MANUAL ENROLLMENT  
IN COURSEWORK**

**THE LAST CHANCE FOR ENROLLMENT  
IN COURSEWORK FOR AY 2011-12, TERM 3  
IS ON 02 Jan 2012**

Expires on: 09 Mar 2012



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# **GRADUATE STUDIES ENROLLMENT**

**For AY 2011-12, Term 3**

<b>Non-Coursework Enrollment Schedule</b>	
Residency	- <b>21 Nov to 17 Jan</b> Online <sup>1/</sup> [http://my.dlsu.edu.ph]
Thesis/Dissertation Writing 1 only	- <b>04 to 17 Jan</b> OUR Window 3 <sup>a/</sup>
Thesis/Dissertation Writing onwards	Online <sup>1/</sup> [http://my.dlsu.edu.ph]
Thesis/Dissertation Final Defense	- <b>04 Jan to 21 Feb</b> OUR Window 3 <sup>a/</sup>
Thesis/Dissertation Proposal Defense	- <b>04 Jan to 06 Mar</b> OUR Window 3 <sup>a/</sup>
Written Compre Exam (WCE)	- <b>01 to 14 Feb</b> OUR Window 3 <sup>a/</sup>
Oral Compre Exam (OCE)	- <b>29 Feb to 06 Mar</b> OUR Window 3 <sup>a/</sup>
Thesis/Dissertation Writing 1 only	- <b>29 Feb to 06 Mar</b> OUR Window 3 <sup>a/</sup>

<sup>1/</sup> Schedule: 0800 to 2000 (Weekdays)

<sup>a/</sup> Schedule: 0800 to 1800 (Weekdays); 0800 to 1500 (Saturdays)

Expires on: 09 Mar 2012



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