

# **UNDERGRADUATE ENROLLMENT**

**For AY 2012-13, Term 1**

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

- For students who paid tuition after **17 Jan 2012**, activate your 'my.dlsu' account via –  
[http://my.dlsu.edu.ph/create\\_account.asp](http://my.dlsu.edu.ph/create_account.asp)

## **Step 2: Clearance & Course Offerings**

- Log in at <http://my.dlsu.edu.ph>
- View FAQs at [www.dlsu.edu.ph/offices/registrar](http://www.dlsu.edu.ph/offices/registrar)
- Settle clearances not later than **09 Mar 2012**

## **Step 3: On-Line Enrollment**

- Log in at <http://my.dlsu.edu.ph>
- Follow your Enrollment and Log-In schedule

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

- Claim EAF at the Office of the Vice Dean starting **14 May 2012**

Expires on: 29 May 2012



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**For AY 2012-13, Term 1**

## **On-Line Enrollment Schedule**

23 Apr (M)	- Advance / Dean's List (1 <sup>st</sup> Honor)
24 Apr (T)	- Priority Enrollment* (COB/SOE/LC)
25 Apr (W)	- Priority Enrollment* (CLA/COE)
26 Apr (H)	- Priority Enrollment* (CCS/CED/COS) - Reinstated Priority Enrollment (All Colleges)
27 Apr (F)	- Enrollment (COB/SOE/LC)
30 Apr (M)	- Enrollment (CLA/COE)
02 May (W)	- Enrollment (CCS/CED/COS)
03 May (H)	- Inter-College Enrollment

### **\*PRIORITY ENROLLMENT**

*only for students without ANY failure (academic and non-academic) on ANY term*

### **REINSTATED PRIORITY ENROLLMENT**

*only for students with a 3.0 grade or higher on second take of first and only failure  
(academic or non-academic) on ANY term (1600 to 2000)*

## **Log-In Schedule**

0930 to 2000	-	ID#108 and below
1110 to 2000	-	ID#109
1250 to 2000	-	ID#110
1430 to 2000	-	ID#111

Expires on: 29 May 2012



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# **UNDERGRADUATE ENROLLMENT**

**For AY 2012-13, Term 1**

## **Petition of Courses (07 May 2012)**

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

## **Advance Adjustment (15 to 18 May 2012)**

- Log in at <http://my.dlsu.edu.ph> from 0800 to 2000
  - Late Enrollees/Below 18 units
- Visit your Vice Dean/Academic Assistant
  - Returnees

## **Regular Adjustment (22 May 2012)**

- Only for students with failures in AY 2011-12, Summer Term
- Log in at <http://my.dlsu.edu.ph> as follows:

0930 to 2000	-	ID#111
1110 to 2000	-	ID#110
1250 to 2000	-	ID#109
1430 to 2000	-	ID#108 and below
- Claim revised EAF at LS229 **(23 May 2012)**

0800 to 1800	-	ID#110 and below
1200 to 1800	-	ID#111

## **Securing of Special Adjustment Pass (23 May 2012)**

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

## **Special Adjustment (24 to 25 May 2012)**

- Visit your Vice Dean/Academic Assistant

Expires on: 29 May 2012



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