

## How to change KASPIL to PHIHIS Class

**B**elow are the steps to follow:

1. Attend your KASPIL class on the first day. Your KASPIL teacher orients the class and inquires if there are students who need to change KASPIL to PHIHIS (Philippine History).
2. Verbally express your interest to the teacher that you wish to take PHIHIS, which is taught in English.
3. Once the teacher authorizes you to enroll in PHIHIS, proceed to the History Department located at William Hall (Room 502) after your class.
4. Submit a photocopy of your Enrollment Assessment Form (EAF) to the Department Secretary, and inform him/her that you will enroll in PHIHIS alternative class. Make sure that the new schedule has no conflict with your existing classes.
5. Fill out the PHIHIS Transfer Form. The Chair/Vice Chair of the History Department will issue a Notice of Transfer addressed to your PHIHIS Teacher as confirmation of your transfer to PHIHIS class.
6. Attend your new class/section and present your Notice of Transfer to your new teacher.
7. After Mid-term exam, verify if your name appears in your teacher's grading sheet.

### IMPORTANT!

**DO NOT DROP YOUR KASPIL CLASS.** ONLY THOSE WHO ARE ENROLLED IN KASPIL CAN TRANSFER TO PHIHIS CLASS.

#### HISTORY DEPARTMENT

Office: William Hall Rm. 502

Contact No.: 5244611 local 572 or 461

Department Secretary: Mr. Ricky San Jose

### DE LA SALLE UNIVERSITY OFFICE OF EXTERNAL RELATIONS & INTERNATIONALIZATION

#### VISION

It is envisioned that DLSU attain global presence and prominence in scholarship and international engagement.

#### MISSION

To engage Lasallians in meaningful, relevant, and productive scholarship and international engagements through ERI strategic plans and program and support mechanisms.

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*Executive Vice President, External Relations & Internationalization*

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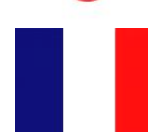
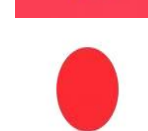
#### Mr. Gossa Mengistu

*Outreach & International Student Activities Coordinator*



DE LA SALLE UNIVERSITY  
OFFICE OF EXTERNAL RELATIONS &  
INTERNATIONALIZATION

INTERNATIONAL CENTER



Guide to International Students'

# Enrolment in Alternative Classes

FILKOMU  
↓  
**BASIFI**

KASPIL  
↓  
**PHIHIS**

INTERNATIONAL CENTER

St. Joseph Building Rm. 207

524-4611 local 289 or 525-6727

evp-eri@dlsu.edu.ph

# Surviving your freshman year... are you ready for Filipino classes?



**M**OST INTERNATIONAL STUDENTS (IS) ENROLLED IN UNDERGRADUATE PROGRAMS FIND THEIR FIRST FEW WEEKS OF CLASSES

THE MOST CHALLENGING. ASIDE FROM ADJUSTING TO A NEW CAMPUS ENVIRONMENT, SUCH AS FINDING THE RIGHT CLASSROOM ON TIME, THEY ALSO HAVE TO TAKE AND PASS ONE OR TWO SUBJECTS TAUGHT IN FILIPINO.

**“FILKOMU” OR KOMUNIKASYON SA FILIPINOLOHIYA AND “KASPIL” OR KASAYSAYANG NG PILIPINAS** ARE REQUIRED SUBJECTS FOR ALL UNDERGRADUATE STUDENTS, BOTH INTERNATIONAL AND LOCAL. HOWEVER, THESE SUBJECTS ARE TAUGHT IN FILIPINO, WHICH MAKES IT REALLY CHALLENGING AND SOMETIMES STRESSFUL FOR MANY INTERNATIONAL STUDENTS.

TO ADDRESS THIS CONCERN, **BASIFI OR BASIC FILIPINO FOR FOREIGNERS & NON-FILIPINO SPEAKERS**, IS BEING OFFERED BY THE FILIPINO DEPARTMENT AS AN ALTERNATIVE CLASS TO FILKOMU FOR THOSE WHO NEED MORE ASSISTANCE IN LEARNING AND APPRECIATING THE FILIPINO LANGUAGE. LIKEWISE, THE HISTORY DEPARTMENT OFFERS **PHIHIS OR PHILIPPINE HISTORY** AS ALTERNATIVE CLASS TO KASPIL. INTERNATIONAL STUDENTS MAY TAKE THESE CLASSES UPON THE APPROVAL OF THE DEPARTMENTS CONCERNED.



**I**nternational Students who need to change their FILKOMU to BASIFI have to follow a step-by-step procedure. **However, it is important to remember that only those who are enrolled in FILKOMU and/or KASPIL may enroll in the alternative class. The international student is also required to attend FILKOMU or KASPIL class on the first day.**

The teacher determines whether or not the student is qualified to transfer to the alternative class. After the teacher has interviewed the student, he/she gives the instruction and authorizes the student's transfer.

## How to change FILKOMU to BASIFI Class

*Below are the steps to follow:*

1. Attend your FILKOMU class on the first day. The FILKOMU teacher facilitates the class and inquires if there are students who need to change FILKOMU to BASIFI.
2. Verbally express your interest that you wish to take the BASIFI alternative class.
3. After the teacher authorized your transfer BASIFI, proceed to the Filipino Department located at William Hall (Room 401) after your class.

4. Bring a photocopy of your Enrollment Assessment Form (EAF) and submit it to the Department Secretary.
5. Inform the Department Secretary that you will enroll in BASIFI alternative class. **Make sure the new schedule has no conflict with your existing classes.**
6. Fill out the BASIFI Transfer Form.
7. Wait for announcement of schedule of your BASIFI class. It will be posted at the Filipino Department. Check the announcement and posters regularly.

### **IMPORTANT!**

- **DO NOT DROP YOUR FILKOMU CLASS.** ONLY THOSE WHO ARE ENROLLED IN FILKOMU CAN TRANSFER TO BASIFI CLASS.
- FILL-OUT THE BASIFI TRANSFER FORM & HAVE IT SIGNED.
- SUBMIT YOUR EAF PHOTOCOPY TO THE DEPARTMENT SECRETARY.

### **FILIPINO DEPARTMENT**

Office: William Hall Rm. 401

Contact No: 5244611 local 509 or 552

Department Secretary: Ms. Marilou Bagona