

Detailed Online Enrollment Procedure

1. Log in to animo.sys.

Step 1. In your Internet browser, access <http://animo.sys1.dlsu.edu.ph>

Step 2.

In the log-in page:

Step 2.a.

Enter your ID Number in the **User ID** field.



De La Salle University

User ID:

Password:

Sign In



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Step 2.b.

Enter your MLS password in the **Password** field.



De La Salle University

User ID:

Password:

Sign In



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Step 2.c.

Click the **Sign In** button.



De La Salle University

User ID:

Password:

Sign In



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2. Access Online Enrollment.

Step 1.

Click the **Self Service** link.



Step 2.

Click the **Enrollment** link.

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Menu

Search:

- Financial Assistance
- Self Service**
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment**
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Transfer Credit
 - Student Admission
 - Student Center
 - Student Attendance
- Set Up SACR
 - My Lasalle Portal
 - My Personalizations

Main Menu >

Self Service
Navigate to your self service information and activities.

- Student Center**
Use the student center to manage school related activities.
- Academic Planning**
Build your academic planner
 - My Planner
 - Enrollment Shopping Cart
 - My Course History
- Campus Personal Information**
Maintain your personal information and review holds and to dos pending to your record.
 - Addresses
 - Names
 - Phone Numbers
 - 14 More...
- Transfer Credit**
Evaluate classes for transfer and view your transfer credit report.
 - Evaluate My Transfer Credit
 - View Transfer Credit Report

Student Attendance
Student Attendance

Enrollment
View appointments

- View My Assignments
- Enrollment Dates
- My Class Schedule
- 7 More...

Academic Records
View grades and a

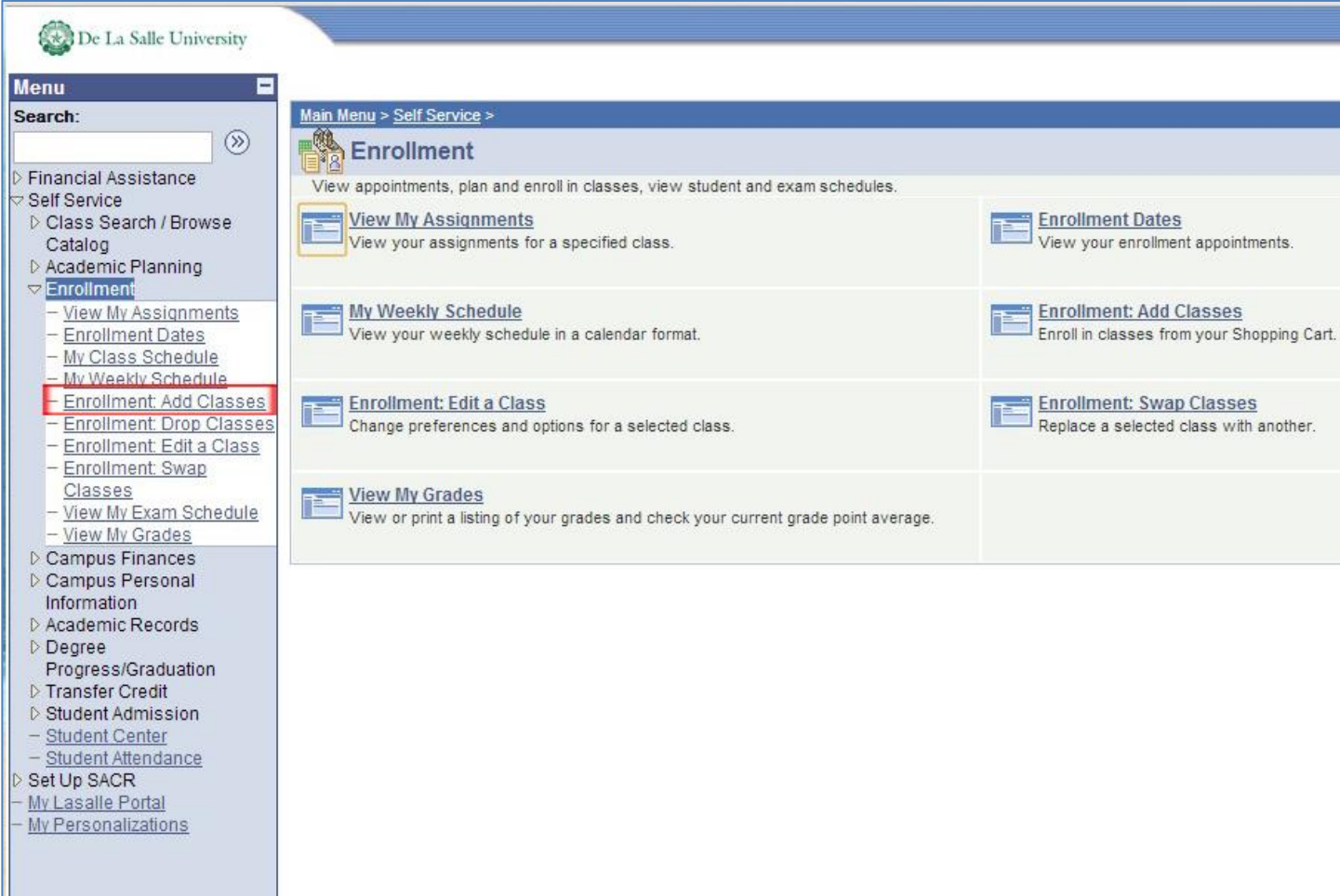
- Request Official
- View Unofficial
- Request Enrollment
- 3 More...

Student Admissions
Apply for admission

- Request Information
- Accept Admission
- Application Status

Step 3.

Click the **Enrollment: Add Classes** link.



De La Salle University

Menu








Search:

- Financial Assistance
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 - View My Assignments
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 - My Class Schedule
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 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - Enrollment: Edit a Class
 - Enrollment: Swap Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
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Main Menu > Self Service >

Enrollment

View appointments, plan and enroll in classes, view student and exam schedules.

 View My Assignments View your assignments for a specified class.	 Enrollment Dates View your enrollment appointments.
 My Weekly Schedule View your weekly schedule in a calendar format.	 Enrollment: Add Classes Enroll in classes from your Shopping Cart.
 Enrollment: Edit a Class Change preferences and options for a selected class.	 Enrollment: Swap Classes Replace a selected class with another.
 View My Grades View or print a listing of your grades and check your current grade point average.	


3. Enroll classes.

Step 1.

Add Classes.

Step 1.a. In the **Add Classes – 1. Select classes to add** page:

Step 1.a.1. Click the **Class Search** option.

 De La Salle University

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Enrollment: Edit a Class
Enrollment: Swap Classes
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EMMANUEL ILUZADA
go to ...
Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information
Add Classes
1 2 3
1. Select classes to add
To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.
AY 2013-2014, Term 1 | Graduate Studies – Masters | De La Salle University
Open Closed Wait List
Add to Cart:
Enter Class Nbr
 enter
Find Classes
☒ **Class Search**
☐ My Requirements
☐ My Planner
search
AY 2013-2014, Term 1 Shopping Cart
Your enrollment shopping cart is empty.
My AY 2013-2014, Term 1 Class Schedule
Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CIS 201M-01 (2986)	FOUNDATION TOPICS 1 (Lecture)	Th 6:00PM - 9:00PM	TBA	Staff	3.00	Enrolled

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information
go to ...

Step 1.a.2.

Click the **Search** button.

 De La Salle University

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 - [Enrollment: Drop Classes](#)
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EMMANUEL ILUZADA

Search

Plan

Enroll

My Academics


[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)


Add Classes 1 2 3


1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

AY 2013-2014, Term 1 | Graduate Studies – Masters | De La Salle University

 Open

 Closed


 Wait List


Add to Cart:
Enter Class Nbr


Find Classes
☒ Class Search
☐ My Requirements
☐ My Planner


AY 2013-2014, Term 1 Shopping Cart
Your enrollment shopping cart is empty.

My AY 2013-2014, Term 1 Class Schedule

 Enrolled

 Dropped

 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CIS 201M-01 (2986)	FOUNDATION TOPICS 1 (Lecture)	Th 6:00PM - 9:00PM	TBA	Staff	3.00	

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Step 1.a.2.a. In the **Add Classes – Enter Search Criteria** page:

Step 1.a.2.a.1. In the **Course Subject** field:

- a. If you are an **Undergraduate student**: type the first two (2) letters of the course you want to search.
- b. If you are a **Graduate student**: type the first three (3) letters of the course you want to search.

De La Salle University

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 - Enrollment: Drop Classes
 - Enrollment: Edit a Class
 - Enrollment: Swap Classes
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EMMANUEL ILUZADA

go to ... []

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

Enter Search Criteria

De La Salle University | AY 2013-2014, Term 1

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject select subject []

Course Number is exactly []

Course Career Graduate Studies – Masters []

☒ Show Open Classes Only

☐ Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Return to Add Classes


CLEAR CRITERIA SEARCH

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ... []

Step 1.a.2.a.2. Click the **Search** button.

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» My Weekly Schedule
» **Enrollment: Add Classes**
» Enrollment: Drop Classes
» Enrollment: Edit a Class
» Enrollment: Swap Classes
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EMMANUEL ILUZADA
go to ...
»
Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information
Add Classes
1 2 3
Enter Search Criteria
De La Salle University | AY 20__ __14,
Select at least 2 search criteria. Click Search to view your search results.
Class Search Criteria
Course Subject select subject CSC
Course Number is exactly
Course Career Graduate Studies - Masters
☒ Show Open Classes Only
☐ Show Open Entry/Exit Classes Only
Use Additional Search Criteria to narrow your search results.
» Additional Search Criteria
Return to Add Classes CLEAR CRITERIA SEARCH
Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information
go to ...
»

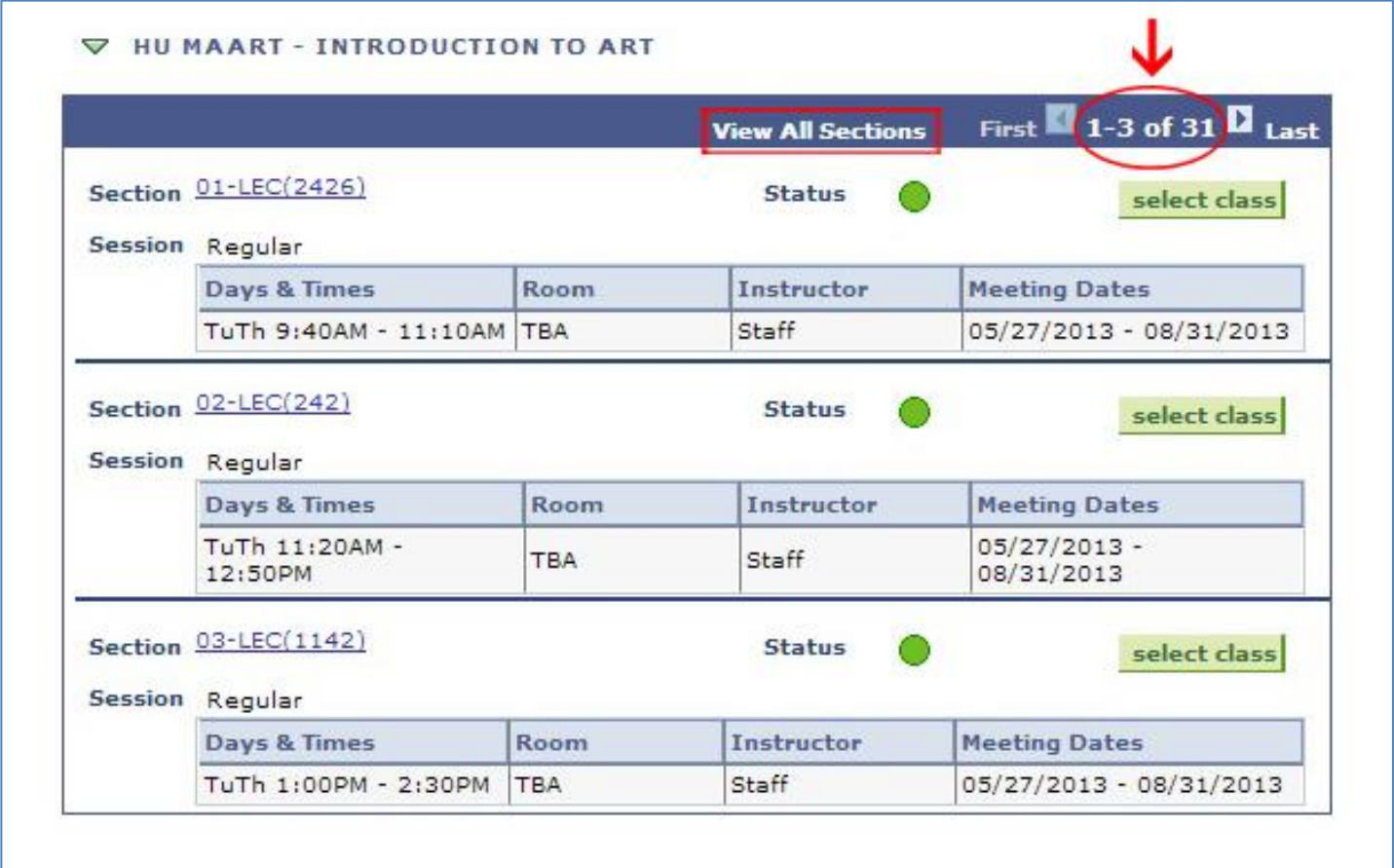
Step 1.a.2.b. In the **Add Classes – Search Results** page:

Step 1.a.2.b.1. To find the course you need, **scroll down** to the part of the page where the course is displayed.

** For those familiar with Ctrl-F to search within the web page:*

- *If you are an Undergraduate student, search for the first two (2) letters of the course you need, one space, the last five(5) characters of the course you need.*
- *If you are a Graduate student, search for the first three (3) letters of the course you need, one space, and the last four (4) characters of the course you need.*

Step 1.a.2.b.2. If more sections are available than those displayed on screen (see area emphasized by the arrow), click the **View All Sections** option.



▼ HU MAART - INTRODUCTION TO ART

View All Sections First **1-3 of 31** Last

Section [01-LEC\(2426\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 9:40AM - 11:10AM	TBA	Staff	05/27/2013 - 08/31/2013

Section [02-LEC\(242\)](#) Status ● [select class](#)

Session Regular


Days & Times	Room	Instructor	Meeting Dates
TuTh 11:20AM - 12:50PM	TBA	Staff	05/27/2013 - 08/31/2013

Section [03-LEC\(1142\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 1:00PM - 2:30PM	TBA	Staff	05/27/2013 - 08/31/2013

Step 1.a.2.b.3. Click the **Select Class** button of the section you prefer.

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EMMANUEL ILUZADA

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
edit	term information		

Add Classes
Search Results
When available, click View All Sections to see all sections of the course.
De La Salle University | AY 2013-2014, Term 1

My Class Schedule	show all	Shopping Cart
CIS 201M	Th 6:00PM - 9:00PM Room: TBA	Your shopping cart is empty.

The following classes match your search criteria Course Subject: **COMPUTER SCIENCE**, Course Career: **Graduate Studies - Masters**, Show Open Classes Only: **Yes**
[Return to Add Classes](#)
[START A NEW SEARCH](#)

☐ Open ☐ Closed ☐ Wait List

▼ CSC 611M - ADVANCED OPERATING SYSTEMS

View All Sections		First	1 of 1	Last
Section	01-LEC(3025)	Status		select class
Session	Regular			
Days & Times	Room	Instructor	Meeting Dates	
Mo 6:00PM - 9:00PM	TBA	Staff	05/27/2013 - 08/31/2013	

▼ CSC 755M - DESIGN AND ANALYSIS OF ALGORITHMS

View All Sections		First	1 of 1	Last
Section	01-LEC(3026)	Status		select class
Session	Regular			

Step 1.a.3.

In the **Add Classes – Select classes to add – Enrollment Preferences** page, click the **Next** button.

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EMMANUEL ILUZADA

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3

1. Select classes to add - Enrollment Preferences

AY 2013-2014, Term 1 | Graduate Studies – Masters | De La Salle University

CSC 611M - ADVANCED OPERATING SYSTEMS

Class Preferences

CSC 611M-01 Lecture **Open** Wait List ☐ Wait list if class is full

Session Regular Academic Session **Permission Nbr**

Career Graduate Studies – Masters **Grading** DLSU Graduate - Master's

Units 3.00

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Mo 6:00PM - 9:00PM	TBA	Staff	

Click column heading to sort ascending

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step 1.b. In the **Add Classes – 1. Select classes to add** page:

Step 1.b.1. **To add more classes, repeat from Step 1.a.1.**

Step 1.b.2. **If finished adding classes,** click the **Proceed to Step 2 of 3** button.

De La Salle University

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Search: []

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 - Enrollment: Drop Classes
 - Enrollment: Edit a Class
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EMMANUEL ILUZADA

go to ... []

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ CSC 611M has been added to your Shopping Cart.

AY 2013-2014, Term 1 | Graduate Studies – Masters | De La Salle University

Open Closed Wait List

Add to Cart:

Enter Class Nbr [] enter

Find Classes

☒ Class Search

☐ My Requirements

☐ My Planner

search

AY 2013-2014, Term 1 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	CSC 611M-01 (3025)	Mo 6:00PM - 9:00PM	TBA	Staff	3.00	

PROCEED TO STEP 2 OF 3

My AY 2013-2014, Term 1 Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CIS 201M-01 (2986)	FOUNDATION TOPICS 1 (Lecture)	Th 6:00PM - 9:00PM	TBA	Staff	3.00	

Step 2. Confirm classes.

Step 2.a. In the **Add Classes – 2. Confirm classes** page:

Step 2.a.1. To enroll in the enlisted classes, click the **Finish Enrolling** button.

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Search: []

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EMMANUEL ILUZADA go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

AY 2013-2014, Term 1 | Graduate Studies – Masters | De La Salle University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CSC 611M-01 (3025)	ADVANCED OPERATING SYSTEMS (Lecture)	Mo 6:00PM - 9:00PM	TBA	Staff	3.00	Open

CANCEL PREVIOUS FINISH ENROLLING

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step 2.a.2. To revise the list of classes, click the **Previous** button. Repeat from Step 1.a.1.

Step 3.

View results.

Step 3.a.

In the **Add Classes – 3. View results** page, click the **My Class Schedule** button.

The screenshot displays the De La Salle University enrollment system interface. On the left is a vertical menu with categories like Financial Assistance, Self Service, and Enrollment. The 'Enrollment Add Classes' option is selected. The main content area is titled 'EMMANUEL ILUZADA' and includes a 'go to ...' dropdown. Below this are tabs for Search, Plan, Enroll, and My Academics. The 'Add Classes' section shows a status report for enrollment confirmations and errors. A success message indicates that the class CSC 611M has been added to the schedule. At the bottom, there are buttons for 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'.

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EMMANUEL ILUZADA

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

AY 2013-2014, Term 1 | Graduate Studies – Masters | De La Salle University

Success: enrolled Error: unable to add class

Class	Message	Status
CSC 611M	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS


Search Plan Enroll My Academics


My Class Schedule Add Drop Swap Edit Term Information


go to ...

Step 3.b.

Your class schedule is displayed.

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EMMANUEL ILUZADA 

Search	Plan	Enroll	My Academics		
my class schedule	add	drop	swap	edit	term information

My Class Schedule
Select Display Option ☒ List View ☐ Weekly Calendar View
AY 2013-2014, Term 1 | Graduate Studies – Masters | De La Salle University
Class Schedule Filter Options
☒ Show Enrolled Classes ☐ Show Dropped Classes ☒ Show Waitlisted Classes
CSC 611M - ADVANCED OPERATING SYSTEMS

Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	DLSU Graduate - Master's				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3025	01	Lecture	Mo 6:00PM - 9:00PM	TBA	Staff	05/27/2013 - 08/31/2013

[Printer Friendly Page](#)
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