

Undergraduate Enrollment (FAQs)

1. Who do I call for queries/concerns regarding my enrollment?

The Office of the Vice Dean of each College handles queries/concerns regarding enrollment. Please call or visit them.

RVRCOB	Beth Sutilo, Acad. Asst.	Ext. 124	L123
CCS	Divine de Asis, Acad. Asst.	Ext. 301	G102
CED	Ivy Santos, Acad. Asst.	Ext. 192	Y601
CLA	Maybelle Barraca, Acad. Asst.	Ext. 327	M214
GCOE	Eddiemon Panem, Acad. Asst.	Ext. 201	V-Mezz
COS	Ellen Roman, Acad. Asst.	Ext. 521	WH204

2. When do I need to check the box that I am graduating?

If you are enrolling possibly for the last term, you need to check the box during on-line enrollment. You need not be absolutely sure that you will pass all your courses. However, you still need to apply to graduate with the Office of the University Registrar.

3. What is priority enrollment?

A student without any failure (academic and non-academic) in any term is entitled to priority enrollment.

4. What is the effect of an unpaid account on my on-line enrollment?

If you have outstanding financial obligations with any office, you will be allowed to enroll and use the on-line enrollment facility only upon clearance from the Accounting Office.

5. What is the effect of a “hold” status on my on-line enrollment?

If you are on “hold” status for reasons other than outstanding financial obligations, you will be allowed to use the on-line enrollment facility. However, your EAF will be withheld until cleared by the concerned office.

6. What should I do if I have problems logging in?

Please call ITS Helpdesk at Ext. 316 or 466.

7. The system is asking for a pre-requisite that is not in my academic flowchart. How can I address this problem?

You need to ask your Academic Assistant to correct/remove the pre-requisite.

8. There is a discrepancy in the number of units in my academic flowchart and in the system’s assessment. What shall I do?

Please call or see your Vice Dean/Academic Assistant regarding this.

9. All sections of the course I intend to enroll in are closed. What should I do?

You can choose other courses with available sections as long as you have satisfied the pre-requisite courses.

If you really need the course to be offered as indicated in your flowchart, you could petition the opening another section through the on-line facility during enrollment and before advanced adjustment.

10. What does the “save” button in the on-line enrollment mean? What about the “submit” button?

The “save” button allows you to go back to the on-line enrollment facility without losing the slots already enrolled in. However, once you change the section, the “reserved” status of the slot is waived.

“Saved” courses/sections are deemed submitted at the end of the enrollment period.

The “submit button means that your choice of courses/sections is final. The system is able to issue a confirmation number already. Such confirmation number is needed to settle controversies regarding on-line enrollment.

11. My academic flowchart indicates that I should take more than 18 units. But, the system only allows me up to 18 academic units. What should I do?

Please enroll in the 18 units via on-line anyway and call or see your Vice Dean/ Academic Assistant regarding the excess units.

12. Why is the system asking for the pre-requisite courses which I have already taken in another school?

It is possible that these courses have not been uploaded or is not recognized as a DLSU-equivalent course. Please call or see your Vice Dean/Academic Assistant regarding this.

13. I shifted from another program at DLSU and some of my courses have been credited to my new program. Why is the system still looking for them as pre-requisites?

It is possible that these courses were not identified as equivalent courses. Please call or see your Vice Dean/Academic Assistant regarding this.

14. What does “all colleges” mean in the schedule of on-line enrollment? Can I still enroll during “all colleges” if I have undergone on-line enrollment already?

“All colleges” means that during this period, students can cross enroll in other colleges. For example, a CLA student may enroll in a course with a section “C”, normally reserved for RVRCOB student only.

Yes, you can still enroll during “all colleges” provided you have clicked “save” and not “submit”. One of the features of the on-line enrollment is that you can return to your enrollment as many times as you want until the end of the enrollment period.

15. What will happen if, at the end of this term, I fail a course that is a pre-requisite to a course which I enrolled in?

You are supposed to drop the course with the failed pre-requisite during the adjustment; otherwise the course will be out of sequence. You will be allowed to take other courses to replace the dropped course.

Courses taken out of sequence will not be credited. Worse, these will be automatically dropped from your enrollment during the term without any refund.

16. Up to when can I pay my tuition fees?

You may pay your tuition fees as soon as you have your Enrollment Assessment Form (EAF), following the deadlines below:

- Payment without surcharge - before the term starts
- Payment with surcharge - before the end of Week 2
- 2nd payment for those on installment basis - before the end of Week 5

17. What is the effect on not paying my tuition fees on time?

Following the Student Handbook, students without any payment by the end of Week 2 of the term will automatically be dropped from the class lists.

18. How else can I pay my tuition without having to line up at the Accounting Office?

You can pay your tuition over the counter at any UCPB branch nationwide. Visit the site
http://www.dlsu.edu.ph/offices/accounting/payments/ucpb_occtf.asp



Academic Services Group

Office of the University Registrar

**UNDERGRADUATE
ENROLLMENT (FAQs)**

Office of the University Registrar
Tel. No. (632) 524-4611 (Ext. 114); Fax No. (632) 523-4152
E-mail address: registrar@dlsu.edu.ph
Facebook - www.facebook.com/dlsu.acadserv
Twitter - [@dlsu_acadserv](https://twitter.com/dlsu_acadserv)

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