



Office of Admissions  
and Scholarships

**PRE-ENROLLMENT PROCEDURES  
(to be accomplished before enrollment)**

1. Kindly look at the Department Recommendation Form (DeRF) and go over the comments section near the bottom of the DeRF.
  - 1.1 If the applicant needs to see the Graduate Program Coordinator for academic advising/adding of courses, the applicant is requested to contact his/her respective Graduate Program Coordinator at the soonest time possible.
  - 1.2 If the only listed course on the DeRF is SPS5000, the applicant is advised to see his/her Graduate Program Coordinator and request for other courses to enroll.
2. Applicants who decide to defer enrollment after paying the non-refundable confirmation fee are requested to:
  - 2.1 REFRAIN from participating in the online registration or enroll in any courses and
  - 2.2 Read the Graduate Reprocessing Procedures (please see link below) and follow the instructions printed on this link:

[http://www.dlsu.edu.ph/admissions/graduate/procedures/gs\\_reprocessing\\_procedure.asp](http://www.dlsu.edu.ph/admissions/graduate/procedures/gs_reprocessing_procedure.asp)

Failure to do any of these may result in additional charges and penalty fees.

3. Download and accomplish the DLSU Non-Fraternity Contract (NFC), which you may find under Item 10 of the guidelines here: <http://www.dlsu.edu.ph/offices/osa/sdfo/graduate-non-fraternity.asp>

Submit a notarized copy of the NFC on the scheduled Enrollment Day (i.e., December 9).

4. Account Activation

The online registration and enrollment period for new Graduate Students will be held on 04 – 05 December 2017 between 8:00am and 8:00pm.

- 4.1 For account activation, make sure that the following documents are available:

- Official Receipt issued during Step 2 of the Confirmation Process and
- Confirmation Slip issued during Step 3 of the Confirmation Process.

- 4.2 access [https://my.dlsu.edu.ph/create\\_account.asp](https://my.dlsu.edu.ph/create_account.asp) (Please see image on the next page for a PARTIAL view of the link)



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MANILA university portal  
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## Account Activation

Student ID Number	<input type="text"/>	*
Birthday	12/31/2001	*
	MM/DD/YYYY	
OR/CM Number	<input type="text"/>	* ? ?
OR/CM Date	12/31/2001	*
	MM/DD/YYYY	
Assign New Password	<input type="text"/>	* !
Verify New Password	<input type="text"/>	*

[Any problem? Report to us!](#)

\* Required field.

### Instructions (Please read the entire page)

To use DLSU's My.LaSalle services, you must have a or from your own mobile phone via Short Message. Before you begin activating your account, you must [Memo and Date](#); also, you should already have decided

### Entering your Student ID Number

The Student ID number found in your ID Card or Of the username under which you log in to the My.La 09500001@dlsu.edu.ph). Once available, your 8-digit valid as long as you are a student of [DLSU-Manila](#). I (Example: 09500001); this will serve as your User ID

### Entering your Birthday

The date of birth you supply to My.LaSalle is also needed to personalize and authenticate your account your personal "Application" information recorded in our **database**. You may use the popup calendar to:

### Entering your Official Receipt or Credit Memo Number and Date

This facility requires you to supply information in the validated Official Receipt/Credit Memo you received from the Office. The Official Receipt (OR No.) or Credit Memo Number (CM No.) is found on the upper right hand

NOTE: The online registration facility can be best viewed using either the Google Chrome or Mozilla Firefox browser.

4.3 For **Student ID Number**, specify the DLSU Student ID Number indicated in the Confirmation Slip.

4.4 For **Birthday**, specify your birthday.

NOTE: If there are any errors displayed that are related to your birthday, call the Office of Admissions and Scholarships at 5244611 local 166.



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4.5 For **OR/CM Number** and **OR/CM Date**:

- 4.5.1 See “Entering your Official Receipt or Credit Memo Number and Date” on the web page.
- 4.5.2 For **OR/CM Date**, specify OR date.
- 4.5.3 For **students on full scholarship** whose confirmation fees were waived, and were not issued any receipt, specify RF-B000000 (note: six zeroes).

4.6. For Assign New Password and Verify New Password, see “Entering and Verifying your New Password” on the web page.

5. Enrollment:

5.1 Please be advised that a new set of graduate program codes is now in use. If and when you are asked to indicate the graduate program code, kindly double check if the new set of codes was used. For a list of old codes/new codes, please check this link: <http://www.dlsu.edu.ph/admissions/graduate/programs.asp>

Some examples:

OLD CODE	NEW CODE	DESCRIPTION
MAHESOS	MHSS	MASTER IN HEALTH SOCIAL SCIENCE
MACLING	MCN	MASTER OF ARTS IN COUNSELING
MSTCHEM	MST-CHY	MASTER OF SCIENCE IN TEACHING, MAJOR IN CHEMISTRY

- 5.2 For enrollment, it is assumed that Account Activation (see Step 4) has been done successfully.
- 5.3 For online enrollment, make sure that the Department Recommendation Form (DeRF) is available.
- 5.4. Log in to <https://animo.sys.dlsu.edu.ph> to start enrollment. (Please see image on the next page for a PARTIAL view of the page.)



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De La Salle University

A screenshot of the online enrollment system login page. On the left, there is a white login form with two input fields: "User ID:" and "Password:", both highlighted with red boxes. Below the fields is a "Sign In" button. On the right, there is a large image of a modern building with a glass facade, partially obscured by a green circular graphic element.

- 5.5. For **User ID**, specify your ID Number. Specify your **Password** then click the **Sign In** button.
- 5.6 Access Online Enrollment: Click **SELF SERVICE** → **ENROLLMENT** → **ADD CLASSES**
- 5.7 Add Classes by specifying the CLASS NUMBER. The unique identifier for each course code section may be viewed at [http://enroll.dlsu.edu.ph/dlsu/view\\_actual\\_count](http://enroll.dlsu.edu.ph/dlsu/view_actual_count)
- 5.8 Continue Adding Classes by clicking the **NEXT** button and specifying the CLASS NUMBER
- 5.9 Click **PROCEED TO STEP 2 OF 3**



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5.10 Confirm Class Schedule by clicking **FINISH ENROLLING**

6. All students who will activate their MyLaSalle accounts and register online will be pre-enrolled in SPS5000 (aka: Institutional Orientation).
7. The full assessed amount for Term 2, AY2017-2018 will be reflected in the students' MyLaSalle accounts starting December 7. Students may check the full assessed amount by logging in at <https://my.dlsu.edu.ph/>
8. For any technical difficulties, please contact the Information Technology Services Office of De La Salle University at 5244611 local 316 or 466.
9. For more information about the program description/flow chart, please contact your academic department or visit this link: <http://www.dlsu.edu.ph/academics/graduate-studies/programs.asp>

**ENROLLMENT PROCEDURES**

1. Qualified applicants who will confirm enrollment on 01 and 02 December may claim their Enrollment Assessment Form (EAF) for Term 2, AY 2017-18 on **09 December 2017**.

Claiming of EAF will be held between **8:00am and 2:00pm** at the 2/F Henry Sy, Sr. Hall on both dates.

Time				
8:00am - 09:00am	9:00am - 10:00am	10:00am - 11:00am	11:00am - 12:00nn	12:00nn – 2:00pm
Last Name A to B	Last Name C to F	Last Name G to L	Last Name M to Q	Last Name R to Z

2. For any adjustment in the Enrollment Assessment Form (EAF), i.e. addition and/or deletion of courses, applicants need to: (a) secure the approval of the Graduate Program Coordinator and (b) include the changes in the Department Recommendation Form (DeRF). A revised EAF will be issued after the course adjustments are included.

Confirmation, Online Registration and Enrollment, Addition/Deletion of Courses **will not be allowed** on 09 December (Saturday).

Penalty fees **will be imposed** on new students who fail to pay their tuition and fees on time effective **08 January 2018**.

3. Pay the assessed tuition and miscellaneous fees indicated in the EAF.



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4. Claim your DLSU Student ID and ensure that all personal details are correct. The Official Receipt of payment should be presented for the ID to be released to the student.