

Primer for New Undergraduate Students

About the Office

- The Office of the University Registrar is an academic service unit that administers operations in the areas of: enrollment, student records, graduation, faculty attendance, government liaison and other related services. It is located at L-134.
- To request for documents such as certification of breakdown of tuition and fees, visit the Front Desk of the Office of the University Registrar.

Announcement service

- Subscribe to the free announcement service maintained by the Office of the University Registrar of DLSU by sending a blank e-mail to dlsu-announce-subscribe@yahoo.com

My.LaSalle (MLS) account

- Portal for e-mail and On-Line Enrollment. Activation of account is on-line or at Information Technology Services (ITS), Gokongwei Bldg. Room 305 (Ext. 316 or 466).

Suspension of classes

- If Typhoon Signal No. 3 or 4 is raised, the campus shall be closed. All activities will be suspended.
- DLSU adopts the decision of national or local government agencies during typhoons and other emergencies.
- When the decision is left to the discretion of the school, the President and Chancellor makes the decision regarding the suspension of classes. The decision is relayed through the Vice Chancellor for Administration, who officially disseminates the information to the academic community through posting at all gates, through the website, and through text messaging.

Academic calendar

- The regular academic calendar consists of fourteen (14) weeks:
Term 1- May (last week) to August
Term 2- September to December
Term 3- January to April

Student records

- A student with a change in name, address, civil status and other vital information should inform the Office of the University Registrar through the Request for Change of Information (Form R-50).

- Students are liable for incorrect information in the ID, registration/enrollment form, and other school documents.
- It is advisable to request from the Front Desk of the Office of the University Registrar a copy of your Transcript of Records Week 2 of every term to review your grades of the previous term.

Enrollment

- At DLSU, “subjects” are referred to as “courses” and to your area of study as “program” and not “course”.
- Undergraduate students use the pre-enrollment system (where students enroll in courses for the following term even before the end of the current term). Under this system, the assumption is that students will pass the courses enrolled in the current term. This is the first step in enrollment procedure.
- However, in cases of failure in the current term, a student needs to adjust the package of pre-enrolled courses. This is because the failed course may be a pre-requisite to a pre-enrolled course or the student may wish to re-enroll the failed course immediately. This is done during the adjustment period.
- Except for transferees, the pre-enrollment of courses is done automatically by the Vice Dean or the Academic Assistant of the College for the first year. Starting the second year, however, the student will need to personally choose the courses and enroll on-line. Students without any failure in any term are entitled to priority enrollment.
- The next step in the enrollment procedure is payment. The student needs to present his/her Student Enrollment Record/Enrollment Assessment Form (EAF) before making any payments.
- All payments should be made at the Accounting Office or through UCPB branches. Non-payment means removal from the list of students officially enrolled.
- A student may drop a course up to the end of Week 4 of the term, subject to the following general rules on refund, which conform to CHED policies: 100%, before the term starts; 90%, until the end of Week 1; 80%, until the end of Week 2. Certain items may not be subjected to refund.
- Check your (EAF) carefully if you are attending the correct class/section. You are considered officially enrolled in all courses that appear on your

EAF. And, only student who are officially enrolled are allowed to attend classes.

Shifting

- A student may apply to shift only after two (2) completed terms in the current program.

Leave of Absence

- A student may apply to withdraw from all enrolled courses of the current term (known as Leave of Absence) up to the end of the Midterm Week. An LOA may also be applied for to skip a particular trimester.

Ineligibility

- A student, who (a) obtains a cumulative GPA of less than 1.0 at the end of the third trimester of any Academic Year; (b) incurs at least 18 units (15 units for upper-class students) of academic failures at the end of the Academic Year; or (c) accumulates 24 units (27 and 30 for some programs) of academic failures, is ineligible to re-enroll.

Computation of GPA

- The Student Handbook provides the mechanics for the computation of the Grade Point Average (GPA).
- In the computation of the Grade Point Average (GPA), only grades in courses taken at De La Salle University are included. Corollary to this, grades in all courses at De La Salle University are included in the computation, regardless of program.
- Superior academic achievement is recognized through the Dean's Honor List. Details are in the Student Handbook.

This serves as a quick reference only. Detailed policies are available in the Student Handbook and in bulletin board postings.

Office of the University Registrar
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Academic Services Group

Office of the University Registrar

PRIMER FOR NEW UNDERGRADUATE STUDENTS

Revised on _____