

CLA Important Links and Email Addresses

CLA Website

<https://www.dlsu.edu.ph/colleges/cla/>

Student Concerns

General inquiries and concerns

<https://theconcierge.dlsu.edu.ph/support/home>

Academic Concerns

Email: cla.support@dlsu.edu.ph

Health Concerns

Physical/Medical Health: Health Services Office (HSO)

Email: clinic@dlsu.edu.ph

Mental Health Concerns: Office of Counseling and Career Services (OCCS)

Email: occs@dlsu.edu.ph

Student Handbook

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/osa/student-handbook.pdf>

Enrollment Procedures, Dropping, Returnee, LOA, Audit, Special Class, Tuition and Payment Procedures, Dropping, and Withdrawal

Undergraduate Studies:

https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/enroll_ug.pdf

Graduate Studies:

https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/enroll_gs.pdf

Office of the University Registrar (OUR)

Email: registrar@dlsu.edu.ph

OUR Frequently Asked Questions

<http://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/frequently-asked-questions.pdf>

Course Crediting

https://docs.google.com/forms/d/e/1FAIpQLSd8Zi3V3c3yma-To913_U9XPF99ee_s5tMvrpZsjTLkc4AiTA/viewform

Shifting procedure and Schedule

https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_ug.pdf

Office of Chief Financial Officer

Payment-related matters (unposted payments, OR, payment channels and tuition balances)

cashiers@dlsu.edu.ph

OCFO clearance, credit memos of scholars, refund, OCFO certification

ocfo.studentservices@dlsu.edu.ph

Information and Technology Services Office

Student access (My.LaSalle / Animo.sys / AnimoSpace) and DLSU Gmail concerns

Email: itservices@dlsu.edu.ph

ITS Frequently Asked Questions

<https://www.dlsu.edu.ph/offices/its/frequently-asked-questions/>

Student Discipline and Formation Office (SDFO)

Discipline concerns

Email: sdfo@dlsu.edu.ph

Services: <https://www.dlsu.edu.ph/wp-content/uploads/pdf/osa/sdfo/programs-and-services.pdf>

Request for other Documents

Enrollment Services Hub (Diploma, TOR, etc.)

Email: hub@dlsu.edu.ph

Request for Transfer Credentials Procedures

<https://www.dlsu.edu.ph/offices/registrar/cost-of-studies/issuance-of-transfer-credentials/>

Tuition Fees

Projected Tuition and Fees

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/projected-tuition-and-fees.pdf>

Tuition Fees Table

https://enroll.dlsu.edu.ph/dlsu/view_fees_table

Scholarships, Loans, & Financial Assistance

<https://www.dlsu.edu.ph/admissions/scholarships/>