TAÑADA-DIOKNO SCHOOL OF LAW ENROLLMENT
2nd SEMESTER, AY 2024-2025

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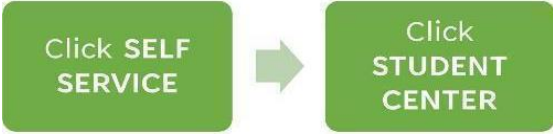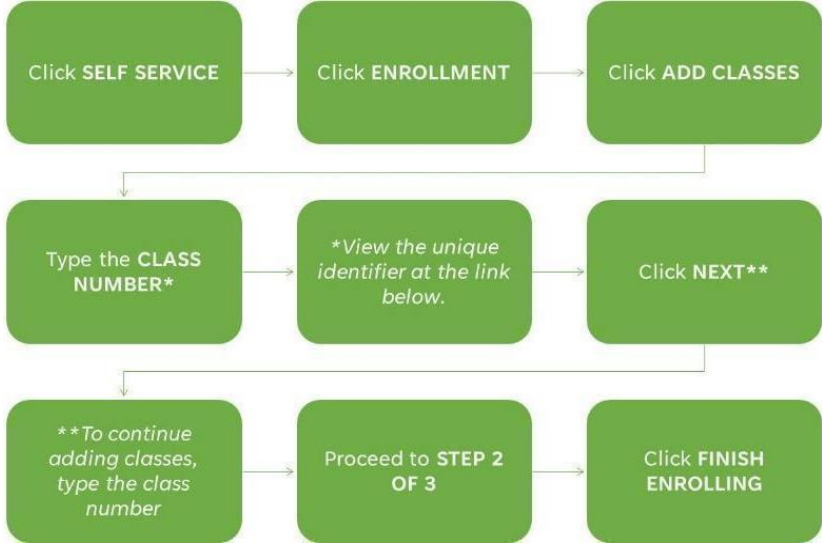# TAÑADA-DIOKNO SCHOOL OF LAW ENROLLMENT
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PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
1	**Account Activation**		For students who paid tuition **after 17 Nov 2024**, activate your My.LaSalle account via https://my.dlsu.edu.ph/create_account.asp
2	**Settlement of Clearance**	Deadline until 10 December 2024	● Access http://animo.sys.dlsu.edu.ph to do the following: Click **SELF SERVICE** → Click **STUDENT CENTER**
3	**Academic Advising**		● View Primer on Graduate Studies Enrollment at https://www.dlsu.edu.ph/wp-content/uploads/2019/04/brochure_new_graduate.pdf ● View the actual enrollment count at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings ● Visit your Academic Programming Officer/ Associate Dean for Academic Advising
4	**Online Enrollment**	**Jan 08, 2025 and Jan 10, 2025** *(Please see the table below for your reference)*	Log in at http://animo.sys.dlsu.edu.ph to do the following: *(for recently activated MLS account, Animo.sys can be accessed after 30 minutes)* Click **SELF SERVICE** → Click **ENROLLMENT** → Click **ADD CLASSES** Type the **CLASS NUMBER*** → *View the unique identifier at the link below. → Click **NEXT**** **To continue adding classes, type the class number → Proceed to **STEP 2 OF 3** → Click **FINISH ENROLLING** View the unique identifier for each course code and section at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
			REMINDER ● A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP** courses after the start of the term. ● Student must have no pending clearance/s with other offices

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ONLINE ENROLLMENT SCHEDULE
(ADD AND DROP COURSES) via Animo.sys

SCHEDULED STUDENTS	START DATE	START TIME
RETURNEE STUDENT for **2nd Sem AY 2024-2025**	Jan 08,2025 (**W**)	09:00 AM – 10:00 AM
Online Enrollment is restricted for Admin access. (See the enrollment instructions.)		10:00 AM – 11:00 AM
ALL students not pre-enrolled in a block During this period, students in the NTJDP program without a chosen block will have valid appointments to the online enrollment facility. Only evening and Saturday courses/sections are open at this time.		11:00 AM – 12:00 PM
Online Enrollment is restricted for Admin access.		12:00 PM – 02:00 PM
ALL STUDENTS (NTJD / NTJDP)		02:00 PM – 05:00 PM
Online enrollment is closed. The students may request an increase in capacity through Google Forms, which will be deployed via this **link**.		05:00 PM
ALL STUDENTS (NTJD / NTJDP) The students may request an increase in capacity through Google Forms, which will be deployed via this **link**.	Jan 10, 2025 (**F**)	09:00 AM – 12:00 AM
Online Enrollment is restricted for Admin Access		12:00 PM – 02:00 PM
ALL STUDENTS (NTJD/NTJDP)		02:00 PM – 05:00 PM
Online enrollment is closed.		05:00 PM
The students should follow their respective enrollment schedule. **There will be NO Late Enrolment/Adjustments after Jan 10, 2025.** After the online enrolment, TDSOL cannot accommodate the request for the closed sections because requests were already accommodated via Google Forms as indicated in the enrolment schedule. **NOTE:** *There is no guarantee that slots can be increased. All requests to increase the capacity will be subject to further evaluation.*		

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MANDATORY CONFIRMATION OF ENROLLMENT

5	Starts on 10 Jan 2025 at 10:00 PM up to 19 Jan 2025 at 11:59 PM	**Please follow the confirmation steps below.**

1. Log in via https://my.dlsu.edu.ph

2. Click "View Assessment"

3. Click "Select School Year and Term" search and click the **"Submit"** button.

4. Click "I agree to the Terms and Conditions of this transaction" Checkbox.

5. Enter your MLS password and then click **"Confirm"** button

6. Click either "Pay Now" or "Pay Later" button

7. If "Pay Now" button is selected, click the **"Proceed to Online Payment"** button

8. If "Pay Later" button is selected, click **"Select School Year and Term"** search and click the **"Submit"** button

Note:
- *Confirmation of Enrollment is a MUST.*
- *Students who will NOT CONFIRM their enrollment via My.LaSalle will be AUTO-DROPPED from ALL their enlisted courses starting Jul 20, 2024 at 12:00 AM.*
- *Auto-dropped courses can be re-enlisted/enrolled during the schedule of online special adjustment, provided that slots are still available.*
- *Scholars under the Office of Admissions and Scholarships must choose the Pay Later option as they need to process and secure the Certificate of Support (COS) before paying the tuition and fees.*

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REINSTATEMENT OF COURSES

REINSTATEMENT OF COURSE/S WHO AUTO-DROPPED ON 20 Jan 2025 CAN APPLY FOR REINSTATEMENT ONLY	20 – 25 Jan 2025	• To make a reinstatement request, please access this online submission facility: Reinstatement Request. Requests with incomplete requirements (including proof of payment) will NOT be processed. • All requests are subject to evaluation, approval, and processing which will take at least four working days. • A reinstatement fee of Php 2,000 must be paid and proof of payment must be uploaded upon submission of request for reinstatement.

OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Returnees **REMINDERS:** Student must have no pending clearance/s with other offices	Jan 03, 2025 – Jan 11, 2025 (12 pm)	• Accomplish the Google Forms below using DLSU Gmail **TDSOL: https://forms.returnee** *(Note: Student who has no approved LOA from previous term will be charged with a returnee fee of Php 3,000)* • An email from OUR will be sent to your DLSU Gmail regarding MLS activation • Enrollment of courses is through Animo.sys on **08 Jan 2025 (09:00 AM – 10:00 AM)**. *(Please see the schedule above).*

PRINTING OF EAF

ACTIVITY	DATE AND TIME	DETAILS
EAF Printing	**Jan 13, 2025 (M)**	• You may download the EAF **starting 13 Jan 2025** using your MLS account through this **link**.

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LEAVE OF ABSENCE APPLICATION

ACTIVITY	DATE AND TIME	DETAILS

Leave of Absence Application
 	
Effective for Sem 2, AY 2024-2025
*LOA is only applicable to eligible students
 	
REMINDERS:
 	
● *Filing a Leave of Absence is considered as whole sem. If it's a day/week, consult the Associate Dean of the College or APO because it should not be a Leave of Absence.*
 	
● *If the student enlisted for Sem 1, AY 24-25 and wants to apply for LOA, he/she may drop the course/s immediately using animosys account before the sem starts to avoid charges/retention fee*
	Jan 03, 2025 – Mar 29, 2024 (08:00 PM)	1. Student to accomplish and save in PDF format the LOA form through this link **http://bit.ly/LOA_Form**
		
		2. Student may submit the accomplished LOA form and required documents below and submit the application via this **link**.
		
		  ✔ **Medical certificates with a clear contact number of attending physicians and Psychiatrist (for mental health concerns) is required.**
		
		  ✔ **Other Supporting Documents (if applicable only)**
		
		3. A copy of the Google form response will be sent to the student's email as an acknowledgment receipt.
		
		4. Students who are currently enrolled/enlisted, will be dropped or withdrawn (whichever is applicable) from all enrolled courses depending on the date of submission, subject to appropriate fees.
		
		5. Application will be evaluated and once deemed complete, OUR will process the LOA as endorsements/approvals from other offices shall no longer be required. Student will be informed through email once the LOA is processed not later than 4 working days upon submission of the application.
		
		6. It is the responsibility of the student to ensure that all necessary forms and documents must be submitted, thus, an incomplete application will not be processed.
		
		7. Beginning Sem 1, AY 2023-24, students may be on LOA for a term or more, as there shall be no limit as to the number of terms a student may apply for LOA.
		
		8. Upon return from LOA the student will have to coordinate with the following offices to check if they have any accountability that needs to be settled before applying for returnee enrollment.
		
		  ● **CPS**
		  ● **SDFO**
		  ● **FAO**
		  ● **HSO/Clinic**
		  ● **Associate Dean**

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TUITION FEE PAYMENT

ACTIVITY	DEADLINE	DETAILS
Payment **Without** Penalty	Until Feb 01, 2025 (Saturday)	• Students must accomplish the Google Form and upload copy of Proof of payment for AY 2023-24, 1st Semester only: **https://forms.gle/4R4FJyGcaennzuH49**
Payment **With** Penalty	From Feb 03, 2025 to Feb 15, 2025	• Please note that OR details will be provided ten (10) working days from the date of payment. Please wait for your OR to be issued
Last Day of Payment and Payment of 2nd Half (**Installment**)	Feb 15, 2025	• Students may check their MLS view assessment to verify their official receipt (OR) after payment
Auto-Dropping of Enrolled Course/s Without Confirmation	Feb 17, 2025 05:00 PM	
For two (2/3) installment payments	Mar 08, 2025	
For three (3/3) installment payments	April 26, 2024 (Saturday)	

REMINDERS:
1. For further clarification or questions, an email may be sent to:
   cashiers@dlsu.edu.ph
   a) Unposted payments
   b) Requests for Official Receipts (OR's)
   c) Payment channels

   ocfo.studentservices@dlsu.edu.ph
   a) Refunds
   b) Credit memos (scholars)
   c) Clearances
   d) Certifications
   e) Tuition balances

2. Please save a screenshot of your view assessment from your immediate previous term as OR details are reflected, you may need this for the activation of your MLS account.

3. Sample installment computation may be found through https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf

PROCESS OF TUITION FEE PAYMENT

ONLINE PAYMENT

1. Kindly log-in to your MLS account and click the **View Assessment (with online payment)**.
2. Online Payment using VISA and MASTERCARD credit cards and debit cards.
3. Online Fund Transfer (Mobile Phone/Internet Banking) by account holders of BDO, BPI, METROBANK, RCBC, Landbank, and UNIONBANK

OVER-THE COUNTER-BANK PAYMENT

Account Name	Bank
DE LA SALLE UNIVERSITY MANILA	BDO
	Land Bank (P. Ocampo Branch only)
	METROBANK
	RCBC
	UNIONBANK

For more details, please refer to this link
http://www.dlsu.edu.ph/offices/accounting/payments/default.asp

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DEADLINE OF DROPPING COURSES
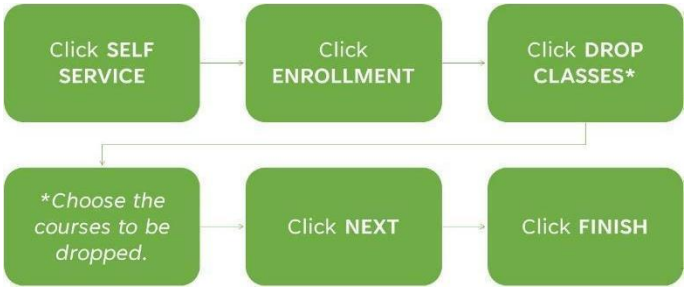
REFUND	RETENTION FEE *(for partial or with no initial payment)*	START DATE	END DATE
100%	0%	Jan 13, 2025	Jan 19, 2025
90%	10%	Jan 20, 2025	Jan 26, 2025
50%	50%	Jan 27, 2025	Feb 02, 2025
0%	100%	Feb 03, 2025	Feb 09, 2025
Withdrawal of Courses **(NO Refund)**	100%	Feb 10, 2025	Mar 29, 2025 (08:00 pm only)

Note: Retention Fee will be charged for dropping /withdrawing of course/s or subject starts on Jan 20, 2025 until Mar 29, 2025.

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PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
Online Dropping Monday- Saturday (until 08:00 pm)	● **ID 124 and below** (Except ID 124 for Sem 2, AY 24-25) ● **Returnee**	Log in at http://animo.sys.dlsu.edu.ph and follow these steps: Click **SELF SERVICE** → Click **ENROLLMENT** → Click **DROP CLASSES*** → *Choose the courses to be dropped. → Click **NEXT** → Click **FINISH**
Manual Dropping	● **ID 124 New students** ● **Student with Inactive animo.sys account** **REMINDERS:** ● Student must have **no pending clearance/s** with other offices	1. Student must accomplish the Application for Manual Dropping Form **https://bit.ly/COL_Manual_Dropping** 2. OUR will coordinate with the Associate Dean of the College/School and will request for their endorsement 3. Once cleared, Enrollment In-Charge will drop the courses of the enrolled subjects of the students. 4. An email will be sent to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account

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CONTACT INFORMATION

ENROLLMENT SUPPORT	DATE AND OFFICE HOURS	DETAILS
NOTE: Except for Saturdays, Sundays / Holidays / Non-working days **Lunch Break:** Monday to Friday 12:00 noon to 01:30 pm	• <u>Mon-Fri</u> 09:00 am to 12:00 nn and 01:30 pm to 05:00 pm • <u>Sat</u> 09:00 am to 12:00 nn • DLSU Trunk Line: ➢ **OUR** Enrollment Concern (632) **8-524-46-11** Local **116** ➢ **TDSOL** Enrollment Concern (632) **8-779-244** Local **610**	• For the complete list of fees, you may visit **GLOSSARY_FEE** • For the approximate computation of tuition and fees you may visit **TUITION_FEE_CALCULATOR** • Please visit the FAQs and report form before submitting an issue **ENROLLMENT_FAQS** • For concern/s, kindly email **OUR** at registrar@dlsu.edu.ph. For **ITS**, kindly visit the **ENROLLMENT LOG** using your DLSU Gmail account.

COLLEGE CONCERNS	COLLEGE/ SCHOOL	EMAILS	
		Associate Dean	**Academic Programming Officer (APO)**
For the following **but not limited** to: • **LOA** • **Manual Dropping**	Tanada-Diokno School of Law (TDSOL)	assocdeanCOL@dlsu.edu.ph	MR. REGGIE REYES reggie.reyes@dlsu.edu.ph