



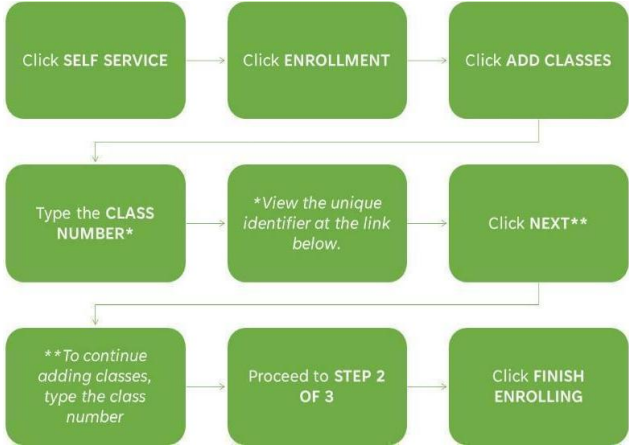


**GRADUATE STUDIES ENROLLMENT**  
**TERM 3, AY 2024-2025**  
*(Excluding School of Law)*

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## PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
1	<b>Account Activation</b>		For students who paid tuition <b>after Jan 11, 2025</b> activate your My.LaSalle account via <a href="https://my.dlsu.edu.ph/create_account.asp">https://my.dlsu.edu.ph/create_account.asp</a>
2	<b>Pre-Enlistment</b>	Jan 27, 2025 (08:00 am) - Jan 29, 2025 (08:00 pm) <b>Extended from Sept 26, 2024 (08:00 am) – Sept 27, 2024 (08:00 pm)</b>	Access <a href="http://animo.sys.dlsu.edu.ph">http://animo.sys.dlsu.edu.ph</a> and use your Active Directory (AD) login credentials to do the following: 
3	<b>3A: Settlement of Clearance</b>	<b>Deadline until 12 Apr 2025</b>	Access <a href="http://animo.sys.dlsu.edu.ph">http://animo.sys.dlsu.edu.ph</a> and use your Active Directory (AD) login credentials to do the following: 
	<b>3B: Academic Advising</b>		<ul style="list-style-type: none"> <li>View Primer on Graduate Studies Enrollment at <a href="https://www.dlsu.edu.ph/wp-content/uploads/2019/04/brochure_new_graduate.pdf">https://www.dlsu.edu.ph/wp-content/uploads/2019/04/brochure_new_graduate.pdf</a></li> <li>View the actual enrollment count at <a href="https://enroll.dlsu.edu.ph/dlsu/view_course_offerings">https://enroll.dlsu.edu.ph/dlsu/view_course_offerings</a></li> <li>Visit your Program Coordinator at the department.</li> </ul>
4	<b>Online Enrollment</b>	Apr 28, 2025 (08:00 AM) – Apr 29, 2025 (11:59 PM)	Log in at <a href="http://animo.sys.dlsu.edu.ph">http://animo.sys.dlsu.edu.ph</a> and use your Active Directory (AD) login credentials to do the following: <b>(for recently activated MLS account, Animo.sys can be accessed after 30 minutes)</b>  View the unique identifier for each course code and section at <a href="https://enroll.dlsu.edu.ph/dlsu/view_course_offerings">https://enroll.dlsu.edu.ph/dlsu/view_course_offerings</a>
			<p><b>REMINDER</b></p> <ul style="list-style-type: none"> <li>For the procedure on how to do the online enrollment, you may watch the short video seminar: <a href="https://bit.ly/online_enrollment_video">https://bit.ly/online_enrollment_video</a></li> <li>A <b>RETENTION FEE</b> corresponding to the dropping period will be charged to students who will <b>DROP/SWAP</b> courses after the start of the term.</li> <li><b>Students who are tagged as INELIGIBLE in the system must coordinate with the Academic Programming Officer of the college (see the last page for details)</b></li> </ul>

<b>Online Late Enrollment / Adjustment</b> <i>(Except for ID 124 New Transferee Student)</i>	Apr 30, 2025 (08:00 AM) – May 03, 2025 (08:00 PM)	A <b>RETENTION FEE</b> corresponding to the dropping period will be charged to students who will <b>DROP/SWAP</b> courses once the term starts.  Log in <a href="http://animo.sys.dlsu.edu.ph">animo.sys.dlsu.edu.ph</a>
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**MANDATORY CONFIRMATION OF ENROLLMENT**

<p><b>5</b></p> <p><b>Starts on 29 Apr 2025 at 10:00 PM</b></p> <p><b>up to 04 May 2025 at 11:59 PM</b></p>	<p align="center"><b>Please follow the confirmation steps below.</b></p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 45%; background-color: #d9ead3;"> <p align="center">1. Log in via <a href="https://my.dlsu.edu.ph">https://my.dlsu.edu.ph</a></p> </div> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 45%; background-color: #d9ead3;"> <p align="center">8. If "Pay Later" button is selected, click "Select School Year and Term" search and click the "Submit" button</p> </div> </div> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 45%; background-color: #d9ead3;"> <p align="center">2. Click "View Assessment"</p> </div> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 45%; background-color: #d9ead3;"> <p align="center">7. If "Pay Now" button is selected, click the "Proceed to Online Payment" button</p> </div> </div> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 45%; background-color: #d9ead3;"> <p align="center">3. Click "Select School Year and Term" search and click the "Submit" button.</p> </div> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 45%; background-color: #d9ead3;"> <p align="center">6. Click either "Pay Now" or "Pay Later" button</p> </div> </div> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 45%; background-color: #d9ead3;"> <p align="center">4. Click "I agree to the Terms and Conditions of this transaction" Checkbox.</p> </div> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 45%; background-color: #d9ead3;"> <p align="center">5. Enter your MLS password and then click "Confirm" button</p> </div> </div> <div style="margin-top: 10px;"> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>● <b>Confirmation of Enrollment is a <u>MUST</u>.</b></li> <li>● Students who will <b>NOT CONFIRM</b> their enrollment via <u>My.LaSalle</u> will be <b>AUTO-DROPPED from ALL</b> their enlisted courses starting <b><u>May 05, 2025(12:00 AM)</u></b>.</li> <li>● <b>Auto-dropped courses can be re-enlisted/enrolled during the schedule of online special adjustment, provided that slots are still available.</b></li> <li>● <b>Scholars under the Office of Admissions and Scholarships <u>must choose the Pay Later option</u> as they need to process and secure the Certificate of support (COS) before paying the tuition and fees.</b></li> </ul> </div>
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# GRADUATE STUDIES ENROLLMENT | TERM 3, AY 2024-2025

*(Excluding School of Law)*

## PRINTING OF EAF

Reminders: <ul style="list-style-type: none"> <li>➤ The MLS Print EAF facility will be open starting <b>04 May 2025 (S)</b>.</li> <li>➤ A student who adjusted their enrollment <b><u>must print the updated EAF</u></b> based on the table of schedule.</li> </ul>			
DATE	TIME	COLLEGE	ID NO.
<b>30 Apr 2025</b>	08:00 AM – 09:00 AM	<b>CLA</b>	ID 121 & below
	09:01 AM – 10:00 AM		ID 122
	10:01 AM – 11:00 AM		ID 123
	11:01 AM – 12:00 NN		ID 124
	12:01 PM – 01:00 PM	<b>CLTSOE</b>	ID 121 & below
	01:01 PM – 02:00 PM		ID 122
	02:01 PM – 03:00 PM		ID 123
	03:01 PM – 04:00 PM		ID 124
	04:01 PM – 05:00 PM	<b>RVRCOB</b>	ID 121 & below
	05:01 PM – 06:00 PM		ID 122
	06:01 PM – 07:00 PM		ID 123
	07:01 PM – 08:00 PM		ID 124
	08:01 PM – 09:00 PM	<b>BAGCED</b>	ID 121 & below
08:00 AM – 09:00 AM	ID 122		
09:01 AM – 10:00 AM	ID 123		
10:01 AM – 11:00 AM	ID 124		
11:01 AM – 12:00 NN	<b>COS</b>		ID 121 & below
12:01 PM – 01:00 PM			ID 122
01:01 PM – 02:00 PM			ID 123
02:01 PM – 03:00 PM			ID 124
03:01 PM – 04:00 PM	<b>CCS</b>		ID 121 & below
04:01 PM – 05:00 PM			ID 122
05:01 PM – 06:00 PM			ID 123
06:01 PM – 07:00 PM			ID 124
07:01 PM – 08:00 PM	<b>GCOE</b>		ID 121 & below
08:01 PM – 09:00 PM		ID 122	
<b>03 May 2025</b>	08:00 AM – 09:00 AM	<b>GCOE</b>	ID 123
	09:01 AM – 10:00 AM		ID 124
<b>04 May 2025 (08:00 AM) – 26 Jul 2025 (08:00 PM)</b>		<b>EAF PRINTING (ALL COLLEGES)</b>	
<b>5 May 2025 (M) (12:00 AM)</b>		<b>[First Round] Auto Dropping of all students with unconfirmed enrollment</b>	
<b>05 May 2025 (08:00 AM) – 10 May 2025 (08:00 PM)</b> <i>Note: Dropping percentage will apply; a 10% retention fee will be charged for every course dropped or adjusted</i>		<b>Online Special Adjustment (ALL COLLEGES)</b> <i>Note: Student may re-enlist the course/s that was auto-dropped due to non-confirmation.</i>	
<b>12 May 2025 (12:00 AM)</b>		<b>[Second Round] Auto Dropping of all students with unconfirmed enrollment</b>	
<b>REINSTATEMENT OF COURSE/S WHO AUTO-DROPPED ON 11 May 2025 (12:00 AM) CAN APPLY FOR REINSTATEMENT ONLY</b>	<b>12 May – 17 May 2025</b>	<ul style="list-style-type: none"> <li>• To make a reinstatement request, please access this online submission facility: <a href="#">Reinstatement Request</a>. Requests with incomplete requirements (including proof of payment) will NOT be processed.</li> <li>• All requests are subject to evaluation, approval, and processing which will take at least four working days.</li> <li>• Download the reinstatement <a href="#">assessment form</a> and pay to the campus cashier (Official Receipt is required for uploading)</li> <li>• A reinstatement fee of Php 2,000 is non refundable</li> </ul>	

# GRADUATE STUDIES ENROLLMENT | TERM 3, AY 2024-2025

*(Excluding School of Law)*

## OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
<b>Returnees</b>	Mar 24, 2025 – Apr 26, 2025 (08:00 pm)	<ol style="list-style-type: none"> <li>Students with inactive DLSU Gmail accounts must send the email using their personal email address and attach a copy of their DLSU ID to the Academic Programming Officer of their college.</li> <li>Accomplish the Google Forms below according to your college using DLSU Gmail: <ul style="list-style-type: none"> <li>LAGUNA COLLEGE: <a href="#">Returnee LagunaCollege</a></li> <li>BAGCED: <a href="http://bit.ly/Returnee_BAGCED">http://bit.ly/Returnee_BAGCED</a></li> <li>CCS: <a href="http://bit.ly/Returnee_CCS">http://bit.ly/Returnee_CCS</a></li> <li>CLA: <a href="http://bit.ly/Returnee_CLA">http://bit.ly/Returnee_CLA</a></li> <li>GCOE: <a href="http://bit.ly/Returnee_GCOE">http://bit.ly/Returnee_GCOE</a></li> <li>COS: <a href="http://bit.ly/Returnee_COS">http://bit.ly/Returnee_COS</a></li> <li>RVRCOB: <a href="http://bit.ly/Returnee_RVRCOB">http://bit.ly/Returnee_RVRCOB</a></li> <li>CLTSOE: <a href="http://bit.ly/Returnee_SOE">http://bit.ly/Returnee_SOE</a></li> </ul> <p style="text-align: center;"><i>(Note: Student who has no approved LOA from the previous term will be charged a returnee fee of Php 2,000)</i></p> </li> <li>Animo.sys will be activated, and IT Services will send an email with the activation details to the student DLSU Gmail.</li> <li>Students will have to do the online enrollment after the activation for MLS/Animo.sys account <b>starting Apr 28, 2025 – May 03, 2025 and on 05-10 May 2025.</b></li> </ol>
<b>Special Class Enrollment</b>	Apr 05, 2025 – May 07, 2025 (08:00 pm)	<p><b>SUBMISSION THROUGH GOOGLE FORMS</b></p> <p>Students must complete the Google Form of the college where the students would want to enroll in a special class using the student DLSU email:</p> <ul style="list-style-type: none"> <li>LAGUNA COLLEGE: <a href="#">Special Class LAGUNA</a></li> <li>BAGCED: <a href="https://bit.ly/GS_SpecialClass_BAGCED">https://bit.ly/GS_SpecialClass_BAGCED</a></li> <li>CCS: <a href="https://bit.ly/GS_Special_Class_CCS">https://bit.ly/GS_Special_Class_CCS</a></li> <li>CLA: <a href="https://bit.ly/GS_Special_Class_CLA">https://bit.ly/GS_Special_Class_CLA</a></li> <li>COS: <a href="https://bit.ly/GS_Special_Class_COS">https://bit.ly/GS_Special_Class_COS</a></li> <li>GCOE: <a href="https://bit.ly/GS_Special_Class_COE">https://bit.ly/GS_Special_Class_COE</a></li> <li>RVRCOB: <a href="https://bit.ly/GS_Special_Class_RVRCOB">https://bit.ly/GS_Special_Class_RVRCOB</a></li> <li>CLTSOE: <a href="https://bit.ly/GS_Special_Class_SOE">https://bit.ly/GS_Special_Class_SOE</a></li> </ul>
	May 09, 2025 – May 17, 2025 (08:00 pm)	<p><b>EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL</b></p> <ol style="list-style-type: none"> <li>The Colleges and Departments shall evaluate applications. After evaluation, the College shall inform the student of the decision regarding the submitted Application for Special Class not later than <b>May 17, 2025.</b></li> <li>Revised EAF can be downloaded <b>after three (3) working days</b> upon approval information or <b>not later than May 21, 2025.</b></li> </ol>
		<p><b><u>REMINDERS:</u></b></p> <ol style="list-style-type: none"> <li>Students must have <b>no pending clearance/s</b> with other offices.</li> <li>Students must pay for the courses enrolled online following the <b><u>deadline for payment without surcharge.</u></b></li> <li><b>Incomplete requirements will not be processed.</b> Before submitting, ensure you have completed all the processing requirements.</li> <li><b><u>MANDATORY CONFIRMATION OF ENROLLMENT IN SPECIAL CLASS IS A MUST.</u></b></li> </ol>

## OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
<p><b>Leave of Absence Application</b></p> <p><b>Effective for Term 3, AY 2024-2025</b></p> <p><b>REMINDERS:</b></p> <ul style="list-style-type: none"> <li>● <i>Filing a Leave of Absence covers the whole term. If absence will only be for a day/week, consult the College Associate Dean or APO as such is NOT considered a Leave of Absence.</i></li> <li>● <i>If the student enlisted for Term 3, AY 24-25 and intends to apply for LOA, he/she <u>must drop the course/s immediately using Animo.sys account before the term starts to avoid charges/retention fee.</u></i></li> <li>● <i>Dropping during the start of the term (as one files for LOA) <u>will be charged with applicable retention fees.</u></i></li> </ul>	<p><b>29 Mar 2025 – 12 Jul 2025 (08:00 PM)</b></p>	<ol style="list-style-type: none"> <li>1. Students must apply for LOA through this <a href="#">Gform</a> together with the documents below: <ul style="list-style-type: none"> <li>➤ <i>A Medical Yellow slip issued by HSO (for medical/health reasons) and email endorsement/validation from Counseling and Psychological Services (for mental health reasons) are required.</i></li> <li>➤ <a href="#">LOA Form</a> and valid ID of the Parents/Guardian on Records</li> <li>➤ <i>Supporting Documents (if applicable only)</i></li> <li>➤ <i>Clearance from the Office of Admissions and Scholarships (for OAS scholars only)</i></li> </ul> </li> <li>2. A copy of the Google form response will be sent to the student's email as an acknowledgment receipt.</li> <li>3. Students currently enrolled/enlisted will be dropped or withdrawn (whichever is applicable) from all enrolled courses depending on the submission date, subject to appropriate fees.</li> <li>4. The application will be evaluated, and once deemed complete, OUR will process the LOA, as endorsements/approvals from other offices shall no longer be required. Students will be informed through email once the LOA is processed within four working days of application submission.</li> <li>5. The student must ensure that all necessary forms and documents are submitted; thus, an incomplete application will not be processed.</li> <li>6. Beginning Term 3, AY 2022-23, students may be on LOA for a term or more, as there shall be no limit on the number of terms a student may apply for.</li> <li>7. 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. <ul style="list-style-type: none"> <li>➤ <b>CPS</b></li> <li>➤ <b>SDFO</b></li> <li>➤ <b>FAO</b></li> <li>➤ <b>HSO/Clinic</b></li> <li>➤ <b>Associate Dean</b></li> </ul> </li> <li>8. <b>(FOR DLSU SCHOLARS ONLY)</b>  <i>Students who receive scholarship grants should officially inform the DLSU Office of Admissions and Scholarships (OAS) in writing that they intend to take an LOA. Remember that taking an LOA is grounds for terminating a scholarship grant unless OAS gives special consideration due to meritorious cases. Please check the provisions in your Scholarship Guidelines related to the LOA stipulated <a href="#">here</a>.</i></li> </ol>

## OTHER ENROLLMENT INFORMATION

<b>Audit Class Enrollment</b>	May 06, 2025 – May 17, 2024 (08:00 PM)	<ol style="list-style-type: none"> <li>1. Students must complete the Application for Audit Class <a href="http://bit.ly/Audit_Class">http://bit.ly/Audit_Class</a></li> <li>2. OUR will coordinate with the Associate Dean of the College/School and will request their endorsement</li> <li>3. Once cleared, the Enrollment In-Charge will encode the courses to the subjects enrolled by the students.</li> <li>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.</li> </ol>
<p><b>REMINDERS</b></p> <ol style="list-style-type: none"> <li>1. Student must have <b>no pending clearance/s</b> with other offices</li> <li>2. <b>Incomplete requirements will not be processed.</b></li> <li>3. Before submitting, ensure that you have accomplished all requirements needed for processing.</li> </ol>		
<b>Graduate Studies Shifting Procedure and Schedule</b>	You may find more details here: <a href="https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_gs.pdf">https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_gs.pdf</a>	

## TUITION FEE PAYMENT

ACTIVITY	DEADLINE	DETAILS
Payment <b>Without</b> Surcharge	<b>Until 10 May, 2025 (Saturday)</b>	<ul style="list-style-type: none"> <li>• Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment.</li> <li>• Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment.</li> </ul> <p><b>REMINDERS:</b></p> <ol style="list-style-type: none"> <li>1. Please save a screenshot of your view assessment from your immediate previous term as OR details are reflected, you may need this to activate your MLS account.</li> <li>2. Sample installment computation may be found at: <a href="https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf">https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf</a>.</li> <li>3. If you need clarification or have questions, please complete the appropriate service request from the <a href="#">student financial account services</a> list in The Concierge support portal. Log in to <a href="#">The Concierge</a> to access the service request. Click <a href="#">here</a> to view the end-user guide for your reference.</li> </ol>
Payment <b>With</b> Surcharge	<b>May 11 onwards</b>	
<b>Last Day of Payment and Payment of 1st Installment (with surcharge)</b>	<b>May 17, 2025 (with surcharge)</b>	
For two (2/3) installment payments	<b>Jun 21, 2025 05:00 PM</b>	
For three (3/3) installment payments	<b>Aug 04, 2025 (Monday)</b>	

# GRADUATE STUDIES ENROLLMENT | TERM 3, AY 2024-2025

*(Excluding School of Law)*

## PROCESS OF TUITION FEE PAYMENT

### OVER-THE COUNTER-BANK PAYMENT

#### ONLINE PAYMENT

- Kindly log in to your MLS account and click the **View Assessment (with online payment)**.
- Online payment is made using VISA and MASTERCARD credit cards and debit cards.
- Online Bills Payment (Mobile Phone/Internet Banking) by account holders of BDO, BPI, METROBANK, RCBC, Land Bank, and UNIONBANK

#### Account Name

DE LA SALLE  
UNIVERSITY  
MANILA

#### Bank

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>

## DEADLINE OF DROPPING COURSES

<b>REFUND</b> <i>(applicable for full payment)</i>	<b>RETENTION FEE</b> <i>(to be charged to partial payment or no payment yet)</i>	<b>START DATE</b>	<b>END DATE</b>
100%	0%	Apr 28, 2025	May 03, 2025
90%	10%	May 04, 2025	May 10, 2025
50%	50%	May 11, 2025	May 17, 2025
0%	100%	May 18, 2025	May 31, 2025
Withdrawal of Courses <b>(NO Refund)</b>	100%	Feb 03, 2025	Jun 02, 2025 (08:00 pm only)

**Note:**

*Students who drop and withdraw from the courses starting **18 May 2025** will be charged the full amount regardless of whether the student has paid or not or attended the class.*



# GRADUATE STUDIES ENROLLMENT | TERM 3, AY 2024-2025

*(Excluding School of Law)*

## PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
<p><b>Online Dropping</b></p> <p>Monday- Saturday (until 08:00 pm)</p>	<ul style="list-style-type: none"> <li>● <b>ID 124 and below (except new transferee student)</b></li> <li>● <b>Returnee</b></li> </ul>	<p>Log in at <a href="http://animo.sys.dlsu.edu.ph">http://animo.sys.dlsu.edu.ph</a> and follow these steps:</p> <div style="text-align: center;"> <pre> graph LR     A[Click SELF SERVICE] --&gt; B[Click ENROLLMENT]     B --&gt; C[Click DROP CLASSES*]     C --&gt; D[*Choose the courses to be dropped.]     D --&gt; E[Click NEXT]     E --&gt; F[Click FINISH]             </pre> </div>
<p><b>Manual Dropping</b></p>	<ul style="list-style-type: none"> <li>● <b>ID 124 New Transfer Student</b></li> <li>● <b>Student with Inactive animo.sys account</b></li> </ul> <p><b>REMINDER:</b></p> <ul style="list-style-type: none"> <li>● Student must have <b>no pending clearance/s</b> with other offices</li> </ul>	<ol style="list-style-type: none"> <li>1. Students must accomplish the Application for Manual Dropping Form: <a href="https://bit.ly/Manual Dropping UG GS">https://bit.ly/Manual Dropping UG GS</a></li> <li>2. The OUR will coordinate with the Associate Dean of the College/School for their endorsement.</li> <li>3. Once cleared, the Enrollment In-Charge will drop the courses from the students' enrolled subjects.</li> <li>4. An email will be sent to the student once the application has been processed.</li> <li>5. Students may then download and print the updated EAF through an MLS account.</li> </ol>

**PART I OF THE NON-COURSEWORK ENROLLMENT SCHEDULE**

**GENERAL REMINDERS**

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1. Students must have **no pending clearance/s** with other offices.
2. The requirement for Academic Completion will not be applicable upon application for non-coursework, but **students must ensure that he/she has taken all academic requirements of the program.**
3. Types of Enrollment:
  - a. **ONLINE ENROLLMENT:** Please see Step 4B: (<http://animo.sys.dlsu.edu.ph>)
  - b. **ADMINISTRATIVE ENROLLMENT via GOOGLE FORM:** Please check the table starting on the next page for the link and requirements

**Online and Manual Enrollment Schedules:**

- Weekdays: 08:00 am to 12:00 pm and 01:30 pm to 05:00 pm
  - Saturdays: 08:00 am to 12:00 pm
4. If a student is **not enrolled in the previous term**, he/she must process Manual enrollment (same procedure for Thesis/Dissertation Writing 1).
  5. **Official enrollment in Residency will include access to Library services and other applicable miscellaneous fees for the term.**

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**PROCEDURES USING GOOGLE SHEET**

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1. Students **must accomplish** the Application Form (please see the table starting on the next page for reference), and **save it in PDF format**
  2. Student **must secure the e-signature or email endorsement/approval using DLSU Email** based on the requirements needed in the form and once received, **save the copy email thread of approval in PDF format.**
  3. Students **must fill out** the information needed in the Google Sheet (Please see table below) and **attach the following requirements** necessary:
    - ✓ Application Form (PDF)
    - ✓ Email Thread of Approval (PDF)
  4. **Incomplete requirements will not be processed.** Before submitting, ensure that you have accomplished all requirements needed for processing.
  5. Only applications submitted following the schedule's guidelines will be evaluated and processed.
  6. Once cleared, students may **download and print** the updated EAF through the MLS account **after four working days.**
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# GRADUATE STUDIES ENROLLMENT | TERM 3, AY 2024-2025

*(Excluding School of Law)*

## PART II OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *See procedure above	LINK
Apr 28, 2025 – May 31, 2025 (08:00 PM)	<b>Qualification for Employee Discount</b>	✓ For employees of DLSU-Taft, Makati, BGC and Laguna Campus only	<a href="#">EMPLOYEE DISC</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM EMPLOYEE</a>
Apr 28, 2025, – May 24, 2025 (08:00 PM)	<b>Residency</b> <i>(includes library fee and access)</i>	✓ Enrolled in the Previous Term		Online Enrollment	<a href="#">ANIMO SYS</a>
		✓ Returnee		Online Enrollment	

### Steps to get the Residency+Library Class Number (via MLS):

- Proceed to View Course Offerings:
- Enter your **ID number** and click **Submit**  
[https://enroll.dlsu.edu.ph/dlsu/view\\_course\\_offerings](https://enroll.dlsu.edu.ph/dlsu/view_course_offerings)

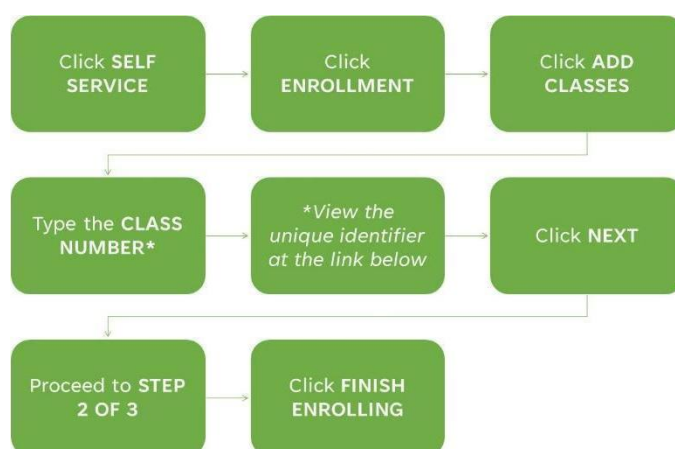
- In the search box, type your **College Residency Code:**

COLLEGE	RESIDENCY CODE
BAGCED	CED8500
CCS	CCS8500
COS	COS8500
CLA	CLA8500
GCOE	COE8500
RVRCOB	COB8500
CLTSOE	SOE8500

- Then click **Search**
- Get the equivalent Class Number (unique identifier for each course code & section) of an Open Section (in green font)

### Steps to Enroll via Animo.sys:

- Log in at <http://animo.sys.dlsu.edu.ph>



- Follow the procedure of the Mandatory Confirmation of enrollment (page 3)
- Print updated EAF through My.LaSalle account (<https://my.dlsu.edu.ph/>).

### Reminders:

- Please be mindful to check your EAF if you are **enrolled in the correct Residency Code.**
- You can still correct your Residency code within the period of Residency enrollment. Beyond this period, all corrections will be subject to approval and with penalty.

# GRADUATE STUDIES ENROLLMENT | TERM 3, AY 2024-2025

*(Excluding School of Law)*

## PART III OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING	LINK
Apr 28, 2024 – May 24, 2025 (08:00 PM)	Directed Research	✓ Academically Completed	<a href="#">RESEARCH FORM</a>	Google Form*  <i>(should NOT do the online enrollment through animosys)</i>	<a href="#">GFORM RESEARCH</a>
	MBA Integration Action Research Paper				
	Practicum				
	Project Paper				
	Capstone				
	Pre-Dissertation Research/ WCE Integrative Writing: LIN851D (BAGCED-DEAL)				
	Thesis/ Dissertation Writing 1 only	✓ Academically Completed	<a href="#">WRITING FORM</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM WRITING</a>
	Thesis/ Dissertation Writing 2 onwards	✓ Returnee ✓ Not enrolled in T/D Writing on <b>Term 1, AY 2024-25</b>			
		✓ Enrolled in the Previous Term		Online Enrollment	<a href="#">ANIMOSYS</a>

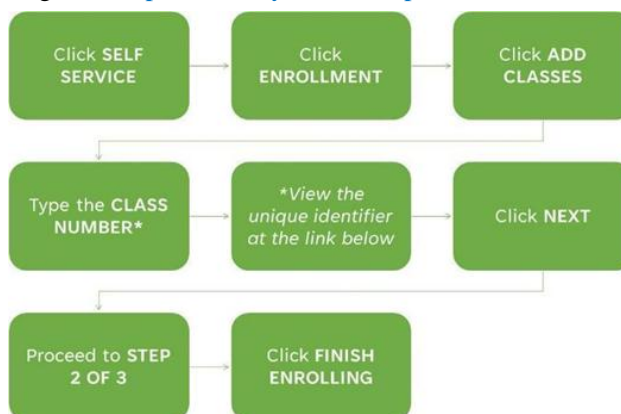
**THESIS/ DISSERTATION WRITING 2 ONWARDS: EQUIVALENT CLASS NUMBER THROUGH VIEW COURSE OFFERINGS ([https://enroll.dlsu.edu.ph/dlsu/view\\_course\\_offerings](https://enroll.dlsu.edu.ph/dlsu/view_course_offerings))**

**Example:**

- You are enrolled last term in SPE852M GA4, to get the equivalent Class number just add/plus 1 to your previous code, SPE853M.
- Then search SPE853M GA4 in View Course Offerings.
- Look for the equivalent class number based on the section assigned to you that is equivalent to your mentor/adviser.

**Steps:**

1. Log in at <http://animo.sys.dlsu.edu.ph>



**\*Find unique identifier here:**

[https://enroll.dlsu.edu.ph/dlsu/view\\_course\\_offerings](https://enroll.dlsu.edu.ph/dlsu/view_course_offerings)

2. Follow the procedure of the Mandatory Confirmation of enrollment (page 3)
3. Print updated EAF through MyLasalle account (<https://my.dlsu.edu.ph/>).

The deadline for Payment without Surcharge for the following Non-Coursework is until

**May 31, 2025** only:

- Directed Research • MBA Integration Action Research Paper • Practicum • Project Paper
- Pre-Dissertation Research/ WCE Integrative Writing: LIN851D (BAGCED)
- Thesis/ Dissertation Writing • Residency

The surcharge for Non-Course Work starts @ Php 2,000.00

**GRADUATE STUDIES ENROLLMENT | TERM 3, AY 2024-2025**  
*(Excluding School of Law)*

**PART IV OF THE NON-COURSEWORK ENROLLMENT SCHEDULE**

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *see the procedure above	LINK
Apr 28, 2025 – Jun 21, 2025 (08:00 PM)	Thesis/ Dissertation Final Defense	<ul style="list-style-type: none"> <li>✓ Enrolled in Writing</li> <li>✓ Passed Proposal Defense</li> </ul>	<a href="#">DEFENSE FORM</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM_FINAL_D</a>
Apr 28, 2025 – Jul 05, 2025 (08:00 PM)	Thesis/ Dissertation Proposal Defense	<ul style="list-style-type: none"> <li>✓ Enrolled in Writing</li> </ul>	<a href="#">DEFENSE FORM</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM_PROPOSAL_D</a>
Apr 28, 2025 – May 24, 2025 (08:00 PM)	Written Comprehensive Exam (WCE)	<ul style="list-style-type: none"> <li>✓ Enrolled in Residency</li> <li>✓ Academically Completed</li> </ul>	<a href="#">WCE FORM</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM_WCE</a>
	Qualifying Exam (BAGCED and COS)				
Apr 28, 2025 – May 24, 2025 (08:00 PM)	Application for Doctoral Candidacy Exam (COS)	<ul style="list-style-type: none"> <li>✓ Enrolled in Residency</li> </ul>	<a href="#">OCE FORM</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM_OCE</a>
	Oral Comprehensive Exam (OCE)	<ul style="list-style-type: none"> <li>✓ Enrolled in Residency</li> <li>✓ Academically Completed</li> </ul>			

# GRADUATE STUDIES ENROLLMENT | TERM 3, AY 2024-2025

*(Excluding School of Law)*

## CONTACT INFORMATION

ENROLLMENT SUPPORT	DATE AND OFFICE HOURS	DETAILS
<p><b>NOTE:</b> Except for Saturdays, Sundays / Holidays / Non-working days</p> <p><b>Lunch Break:</b> Monday to Friday 12:00 noon to 01:30 pm</p>	<ul style="list-style-type: none"> <li><u>Mon-Fri</u> 09:00 am to 12:00 nn and 01:30 pm to 05:00 pm</li> <li><u>Sat</u> 09:00 am to 12:00 nn</li> </ul> <p><b>DLSU Trunk Line:</b></p> <ul style="list-style-type: none"> <li>(632) 8-524-46-11 local 153</li> </ul>	<ul style="list-style-type: none"> <li>For the complete list of fees, you may visit <a href="#">GLOSSARY FEE</a></li> <li>For the approximate computation of tuition and fees you may visit <a href="#">TUITION FEE CALCULATOR</a></li> <li>Please visit the FAQs and report form before submitting an issue <a href="#">ENROLLMENT FAQs</a></li> <li>For enlistment concern/s, kindly submit a report through <a href="#">ENROLLMENT LOG</a> and for MLS and Animo.Sys/Active Directory (AD) login/access concern, please submit a report through The Concierge (<a href="https://theconciierge.dlsu.edu.ph/support/tickets/new">https://theconciierge.dlsu.edu.ph/support/tickets/new</a>) support portal. In "I would like to report an issue about", select IT Services. In "Issue Category", select either MLS or Animo.sys.</li> </ul>

COLLEGE CONCERNS	COLLEGE/SCHOOL	Associate Dean	Academic Programming Officer (APO)
<p>For the following but not limited to:</p> <ul style="list-style-type: none"> <li><b>Audit Class Enrollment</b></li> <li><b>Manual Dropping</b></li> <li><b>Optional Electives/ Optional Minors</b></li> <li><b>Special Class</b></li> </ul>	School of Innovation and Sustainability ( <b>formerly known as LAGUNA CAMPUS</b> )	<a href="mailto:assocdeanLC@dlsu.edu.ph">assocdeanLC@dlsu.edu.ph</a>	<b>MS. MARICEL DELA ROCA</b> <a href="mailto:maricel.delaroca@dlsu.edu.ph">maricel.delaroca@dlsu.edu.ph</a> WFH: Mon/Tue Onsite: Wed/Thu/Fri UH404 Laguna Campus
	Br. Andrew Gonzalez College of Education ( <b>BAGCED</b> )	<a href="mailto:assocdeanBAGCED@dlsu.edu.ph">assocdeanBAGCED@dlsu.edu.ph</a>	<b>MS. MARY GRACE BENEGAS</b> <a href="mailto:mary.grace.benegas@dlsu.edu.ph">mary.grace.benegas@dlsu.edu.ph</a> WFH: Mon/Fri/Sat Onsite: Tue/Wed/Thu 1601 Br. Andrew Bldg.
	College of Computer Studies ( <b>CCS</b> )	<a href="mailto:assocdeanCCS@dlsu.edu.ph">assocdeanCCS@dlsu.edu.ph</a>	<b>MS. HAZEL R. VENTURA</b> <a href="mailto:hazel.ventura@dlsu.edu.ph">hazel.ventura@dlsu.edu.ph</a> WFH: Mon/Tue/Sat Onsite: Wed/Thu/Fri 10 <sup>th</sup> Flr. Br. Andrew Bldg.
	College of Liberal Arts ( <b>CLA</b> )	<a href="mailto:assocdeanCLA@dlsu.edu.ph">assocdeanCLA@dlsu.edu.ph</a>	<b>MS. GINA ESPENILLA</b> <a href="mailto:gina.espenilla@dlsu.edu.ph">gina.espenilla@dlsu.edu.ph</a> WFH: Mon/Tue/Wed Onsite: Thu/Fri/Sat Ground Flr. Faculty Center
	College of Science ( <b>COS</b> )	<a href="mailto:assocdeanCOS@dlsu.edu.ph">assocdeanCOS@dlsu.edu.ph</a>	<b>MS. MA. CRISTINA TISMO</b> <a href="mailto:ma.cristina.tismo@dlsu.edu.ph">ma.cristina.tismo@dlsu.edu.ph</a> WFH: Mon/Tue Onsite: Wed/Thu/Fri/Sat Room 202 William Hall
	Gokongwei College of Engineering ( <b>GCOE</b> )	<a href="mailto:assocdeanGCOE@dlsu.edu.ph">assocdeanGCOE@dlsu.edu.ph</a>	<b>MR. EDDIEMON PANEM</b> <a href="mailto:eddiemon.panem@dlsu.edu.ph">eddiemon.panem@dlsu.edu.ph</a> WFH: Wed/Fri/Sat Onsite: Mon/Tue/Thu 9 <sup>th</sup> Flr. Br. Andrew Bldg.
	Ramon V. del Rosario College of Business ( <b>RVRCOB</b> )	<a href="mailto:ADRASRVRCOB@dlsu.edu.ph">ADRASRVRCOB@dlsu.edu.ph</a>	<b>MS. LORELYN MOJICA</b> <a href="mailto:lorellyn.mojica@dlsu.edu.ph">lorellyn.mojica@dlsu.edu.ph</a> WFH: Mon/Tue/Sat Onsite: Wed/Thu/Fri Ground Flr. Faculty Center
	Carlos L. Tiu School of Economics ( <b>CLTSOE</b> )	<a href="mailto:assocdeanSOE@dlsu.edu.ph">assocdeanSOE@dlsu.edu.ph</a>	<b>MS. PURISIMA G. LIPATA</b> <a href="mailto:purisima.lipata@dlsu.edu.ph">purisima.lipata@dlsu.edu.ph</a> WFH: Mon/Thu/Fri Onsite: Tue/Wed/Sat Room 221 LS Bldg.