



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	Account Activation		For students who paid tuition after Jan 11, 2025 activate your My.LaSalle account via https://my.dlsu.edu.ph/create_account.asp
2	Pre-Enlistment	Jan 27, 2025 (08:00 am) - Jan 29, 2025 (08:00 pm) Extended from Sept 26, 2024 (08:00 am) – Sept 27, 2024 (08:00 pm)	Access http://animo.sys.dlsu.edu.ph and use your Active Directory (AD) login credentials to do the following: <div><div>Click SELF SERVICE</div><div>➔</div><div>Click COURSE ENLISTMENT</div><div>➔</div><div>Click ADD COURSE TO ENLISTMENT</div></div>
3	3A: Settlement of Clearance	Deadline until 12 Apr 2025	Access http://animo.sys.dlsu.edu.ph and use your Active Directory (AD) login credentials to do the following: <div><div>Click SELF SERVICE</div><div>➔</div><div>Click STUDENT CENTER</div></div>
	3B: Academic Advising		<ul style="list-style-type: none">View Primer on Graduate Studies Enrollment at https://www.dlsu.edu.ph/wp-content/uploads/2019/04/brochure_new_graduate.pdfView the actual enrollment count at https://enroll.dlsu.edu.ph/dlsu/view_course_offeringsVisit your Program Coordinator at the department.
4	Online Enrollment	Apr 28, 2025 (08:00 AM) – Apr 29, 2025 (11:59 PM)	<p>Log in at http://animo.sys.dlsu.edu.ph and use your Active Directory (AD) login credentials to do the following: <i>(for recently activated MLS account, Animo.sys can be accessed after 30 minutes)</i></p> <div><div>Click SELF SERVICE</div><div>➔</div><div>Click ENROLLMENT</div><div>➔</div><div>Click ADD CLASSES</div><div>↓</div><div>Type the CLASS NUMBER*</div><div>➔</div><div>*View the unique identifier at the link below.</div><div>➔</div><div>Click NEXT**</div><div>↓</div><div>**To continue adding classes, type the class number</div><div>➔</div><div>Proceed to STEP 2 OF 3</div><div>➔</div><div>Click FINISH ENROLLING</div></div> <p>View the unique identifier for each course code and section https://enroll.dlsu.edu.ph/dlsu/view_course_offerings</p> <p>REMINDER</p> <ul style="list-style-type: none">For the procedure on how to do the online enrollment, you may watch the short video seminar: https://bit.ly/online_enrollment_videoA RETENTION FEE corresponding to the dropping period will be charged to students who will DROP/SWAP courses after the start of the term.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)

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

5

Please follow the confirmation steps below

**Starts on
29 Apr 2025
at 10:00 PM
up to
04 May 2025
at 11:59 PM**

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graph TD; 1[1. Log in via https://my.dlsu.edu.ph] --> 2[2. Click "View Assessment"]; 2 --> 3[3. Click "Select School Year and Term" search and click the "Submit" button.]; 3 --> 4[4. Click "I agree to the Terms and Conditions of this transaction" Checkbox.]; 4 --> 5[5. Enter your MLS password and then click "Confirm" button]; 5 --> 6[6. Click either "Pay Now" or "Pay Later" button]; 6 --> 7[7. If "Pay Now" button is selected, click the "Proceed to Online Payment" button]; 7 --> 8[8. If "Pay Later" button is selected, click "Select School Year and Term" search and click the "Submit" button]; 8 --> 7;
```

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 **May 05, 2025(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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PRINTING OF EAF

Reminders:	<div><div>➤ The MLS Print EAF facility will be open starting 04 May 2025 (S).</div><div>➤ A student who adjusted their enrollment <u>must print the updated EAF</u> based on the table of schedule.</div></div>		
DATE	TIME	COLLEGE	ID NO.
30 Apr 2025	08:00 AM – 09:00 AM	CLA	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	CLTSOE	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	RVRCOB	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	BAGCED	ID 121 & below
			ID 122
02 May 2025	08:00 AM – 09:00 AM		ID 123
	09:01 AM – 10:00 AM		ID 124
	10:01 AM – 11:00 AM	COS	ID 121 & below
	11:01 AM – 12:00 NN		ID 122
	12:01 PM – 01:00 PM		ID 123
	01:01 PM – 02:00 PM		ID 124
	02:01 PM – 03:00 PM	CCS	ID 121 & below
	03:01 PM – 04:00 PM		ID 122
	04:01 PM – 05:00 PM		ID 123
	05:01 PM – 06:00 PM		ID 124
	06:01 PM – 07:00 PM	GCOE	ID 121 & below
	07:01 PM – 08:00 PM		ID 122
	08:01 PM – 09:00 PM		ID 123
			ID 124
03 May 2025	08:00 AM – 09:00 AM	GCOE	
	09:01 AM – 10:00 AM		
04 May 2025 (08:00 AM) – 26 Jul 2025 (08:00 PM)		EAF PRINTING (ALL COLLEGES)	
05 May 2025 (M) (12:00 AM)		[First Round] Auto Dropping of all students with unconfirmed enrollment	
05 May 2025 (08:00 AM) – 10 May 2025 (08:00 PM) <i>Note: Dropping percentage will apply; a 10% retention fee will be charged for every course dropped or adjusted</i>		Online Special Adjustment (ALL COLLEGES) <i>Note: Student may re-enlist the course/s that was auto-dropped due to non-confirmation.</i>	
12 May 2025 (12:00 AM)		[Second Round] Auto Dropping of all students with unconfirmed enrollment	
REINSTATEMENT OF COURSE/S WHO AUTO-DROPPED ON 12 Jan 2025 (12:00 AM) CAN APPLY FOR REINSTATEMENT ONLY	12 May – 17 May 2025		<div><div>● 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.</div><div>● All requests are subject to evaluation, approval, and processing which will take at least four working days.</div><div>● Download the reinstatement assessment form and pay to the campus cashier (Official Receipt is required for uploading</div><div>● A reinstatement fee of Php 2,000 is non refundable</div></div>

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Returnees	Mar 24, 2025 – Apr 26, 2025 (08:00 pm)	<div><div><div>1. 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.</div><div>2. Accomplish the Google Forms below according to your college using DLSU Gmail:</div></div><div><div>LAGUNA COLLEGE: Returnee LagunaCollege</div><div>BAGCED: http://bit.ly/Returnee BAGCED</div><div>CCS: http://bit.ly/Returnee CCS</div><div>CLA: http://bit.ly/Returnee CLA</div><div>GCOE: http://bit.ly/Returnee GCOE</div><div>COS: http://bit.ly/Returnee COS</div><div>RVRCOB: http://bit.ly/Returnee RVRCOB</div><div>CLTSOE: http://bit.ly/Returnee SOE</div></div><div><div>(Note: Student who has no approved LOA from the previous term will be charged a returnee fee of Php 2,000)</div><div>3. Animo.sys will be activated, and IT Services will send an email with the activation details to the student DLSU Gmail.</div><div>4. Students will have to do the online enrollment after the activation of MLS/Animo.sys account starting Apr 28, 2025 – May 03, 2025 and on 05-10 May 2025.</div></div></div>
Special Class Enrollment	Apr 05, 2025 – May 07, 2025 (08:00 pm)	<div><div>SUBMISSION THROUGH GOOGLE FORMS</div><div>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:</div></div> <div><div>LAGUNA COLLEGE: Special Class LAGUNA</div><div>BAGCED: https://bit.ly/GS_SpecialClass BAGCED</div><div>CCS: https://bit.ly/GS_Special_Class CCS</div><div>CLA: https://bit.ly/GS_Special_Class CLA</div><div>COS: https://bit.ly/GS_Special_Class COS</div><div>GCOE: https://bit.ly/GS_Special_Class COE</div><div>RVRCOB: https://bit.ly/GS_Special_Class RVRCOB</div><div>CLTSOE: https://bit.ly/GS_Special_Class SOE</div></div>
	May 09, 2025 – May 17, 2025 (08:00 pm)	<div><div>EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL</div><div><div>1. 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 May 17, 2025.</div><div>Revised EAF can be downloaded after three (3) working days upon approval information or not later than May 21, 2025.</div></div></div>
		<div><div>REMINDERS:</div><div><div>1. Students must have no pending clearance/s with other offices.</div><div>2. Students must pay for the courses enrolled online following the <u>deadline for payment without surcharge</u>.</div><div>3. Incomplete requirements will not be processed. Before submitting, ensure you have completed all the processing requirements.</div></div><div>MANDATORY CONFIRMATION OF ENROLLMENT IN SPECIAL CLASS IS A MUST</div></div>

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
<div>Leave of Absence Application</div> <div>Effective for Term 3, AY 2024-2025</div> <div>REMINDERS:</div> <div><div><div>● Filing a Leave of Absence covers the whole term. If absence will only be for a day/week, consult the College Associate Dean</div><div>or APO as such is NOT considered a Leave of Absence.</div><div>● 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></div><div>● Dropping during the start of the term (as one files for LOA) <u>will be charged with applicable retention fees.</u></div></div></div>	<div>29 Mar 2025</div> <div>—</div> <div>12 Jul 2025 (08:00 PM)</div>	<div><div>1. Students must apply for LOA through this Gform together with the documents below:<div><div>➤ 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.</div><div>➤ LOA Form and valid ID of the Parents/Guardian on Records</div><div>➤ Supporting Documents (if applicable only)</div><div>➤ Clearance from the Office of Admissions and Scholarships (for OAS scholars only)</div></div></div><div>2. A copy of the Google form response will be sent to the student's email as an acknowledgment receipt.</div><div>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.</div><div>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.</div><div>5. The student must ensure that all necessary forms and documents are submitted; thus, an incomplete application will not be processed.</div><div>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.</div><div>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.<div><div>➤ CPS</div><div>➤ SDFO</div><div>➤ FAO</div><div>➤ HSO/Clinic</div><div>➤ Associate Dean</div></div></div><div>8. (FOR DLSU SCHOLARS ONLY)<div>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 here.</div></div></div>

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OTHER ENROLLMENT INFORMATION

Audit Class Enrollment	May 06, 2025 – May 17, 2024 (08:00 PM)	<div><div>1. Students must complete the Application for Audit Class http://bit.ly/Audit_Class</div><div>2. OUR will coordinate with the Associate Dean of the College/School and will request their endorsement</div><div>3. Once cleared, the Enrollment In-Charge will encode the courses to the subjects enrolled by the students.</div><div>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.</div></div>
	<div>REMINDERS</div> <div><div>1. Student must have no pending clearance/s with other offices</div><div>2. Incomplete requirements will not be processed.</div><div>3. Before submitting, ensure that you have accomplished all requirements needed for processing.</div></div>	
Graduate Studies Shifting Procedure and Schedule	<div>You may find more details here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_gs.pdf</div>	

TUITION FEE PAYMENT

ACTIVITY	DEADLINE	DETAILS
Payment Without Surcharge	Until 10 May, 2025 (Saturday)	<div><div>• Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment.</div><div>• Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment.</div></div> <div>REMINDERS:</div> <div><div>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.</div><div>2. Sample installment computation may be found at: https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf.</div><div>3. If you need clarification or have questions, please complete the appropriate service request from the student financial account services list in The Concierge support portal. Log in to The Concierge to access the service request. Click here to view the end-user guide for your reference.</div></div>
Payment With Surcharge	May 11 onwards	
Last Day of Payment and Payment of 1st Installment (with surcharge)	May 17, 2025 (with surcharge)	
For two (2/3) installment payments	Jun 21, 2025 05:00 PM	
For three (3/3) installment payments	Aug 04, 2025 (Monday)	

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PROCESS OF TUITION FEE PAYMENT

ONLINE PAYMENT	OVER-THE COUNTER-BANK PAYMENT	
	Account Name	Bank
<ul style="list-style-type: none">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 (<u>Mobile Phone/Internet Banking</u>) by account holders of BDO, BPI, METROBANK, RCBC, Land Bank, and UNIONBANK	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>

DEADLINE OF DROPPING COURSES

REFUND <i>(applicable for full payment)</i>	RETENTION FEE <i>(to be charged to partial payment or no payment yet)</i>	START DATE	END DATE
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 (NO Refund)	100%	Jun 02, 2025	Jul 05, 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.

PROCEDURES FOR DROPPING COURSES

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

PART I OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

GENERAL REMINDERS

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.**

PROCEDURES USING GOOGLE SHEET

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 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** from the following:
 - ✓ Thesis/Dissertation Adviser/Mentor
 - ✓ Department Chair or GS Program Coordinator
 - ✓ Associate Dean of the College/School
 3. Students **must fill up** 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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PART II OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *See procedure above	LINK
Apr 28, 2025 – May 30, 2025 (08:00 PM)	Qualification for Employee Discount	✓ For employees of DLSU-Taft, Makati, BGC and Laguna Campus only	EMPLOYEE DISC	Google Form* (should NOT do the online enrollment)	GFORM EMPLOYEE E
Apr 28, 2025, – May 24, 2025 (08:00 PM)	Residency (includes library fee and access)	✓ Enrolled in the Previous Term		Online Enrollment	ANIMO SYS
		✓ Returnee		Online Enrollment	

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

1. Proceed to View Course Offerings:
2. Enter your **ID number** and click **Submit**
https://enroll.dlsu.edu.ph/dlsu/view_course_offerings

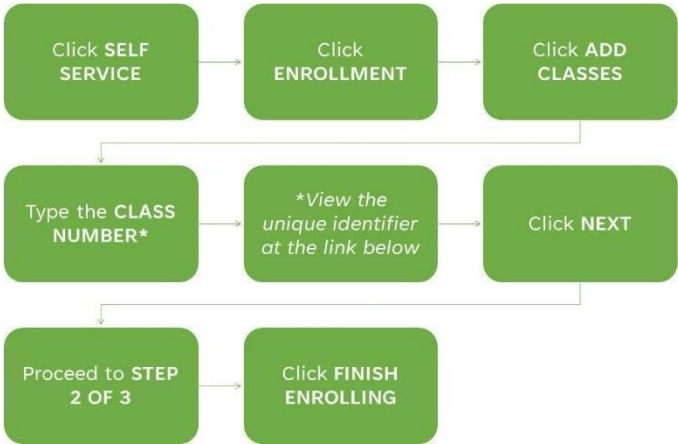
3. In the search box, type your **College Residency Code**:

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

4. Then click **Search**
5. 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:

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



2. Follow the procedure of the Mandatory Confirmation of enrollment (page 3)
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.

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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	RESEARCH FORM	Google Form* (should NOT do the online enrollment through animosys)	GFORM RESEAR CH
	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	WRITING FORM	Google Form* (should NOT do the online enrollment)	GFORM WRITIN G
	Thesis/ Dissertation Writing 2 onwards	✓ Returnee ✓ Not enrolled in T/D Writing on Term 1, AY 2024-25			
		✓ Enrolled in the Previous Term		Online Enrollment	ANIMOS YS

THESIS/ DISSERTATION WRITING 2 ONWARDS: EQUIVALENT CLASS NUMBER THROUGH 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>

Click SELF SERVICE

Click ENROLLMENT

Click ADD CLASSES

Type the CLASS NUMBER*

*View the unique identifier at the link below

Click NEXT

Proceed to STEP 2 OF 3

Click FINISH ENROLLING

*Find unique identifier here:
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

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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	✓ Enrolled in Writing ✓ Passed Proposal Defense	DEFENSE FORM	Google Form* (should NOT do the online enrollment)	GFORM_FINAL_D
Apr 28, 2025 – Jul 05, 2025 (08:00 PM)	Thesis/ Dissertation Proposal Defense	✓ Enrolled in Writing	DEFENSE FORM	Google Form* (should NOT do the online enrollment)	GFORM_PROPOSAL_D
Apr 28, 2025 – May 24, 2025 (08:00 PM)	Written Comprehensive Exam (WCE)	✓ Enrolled in Residency ✓ Academically Completed	WCE FORM	Google Form* (should NOT do the online enrollment)	GFORM_WCE
	Qualifying Exam (BAGCED and COS)				
Apr 28, 2025 – May 24, 2025 (08:00 PM)	Application for Doctoral Candidacy Exam (COS)	✓ Enrolled in Residency	OCE FORM	Google Form* (should NOT do the online enrollment)	GFORM_OCE
	Oral Comprehensive Exam (OCE)	✓ Enrolled in Residency ✓ Academically Completed			

GRADUATE STUDIES ENROLLMENT | TERM 3, AY 2024-2025

(Excluding School of Law)

CONTACT INFORMATION

ENROLLMENT SUPPORT	DATE AND OFFICE HOURS	DETAILS
<p>NOTE: Except for Saturdays, Sundays / Holidays / Non-working days</p> <p>Lunch Break: Monday to Friday 12:00 noon to 01:30 pm</p>	<ul style="list-style-type: none">• <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 <p><u>DLSU Trunk Line:</u></p> <ul style="list-style-type: none">• (632) 8-524-46-11 local 115	<ul style="list-style-type: none">• 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 enlistment concern/s, kindly submit a report through ENROLLMENT LOG and for MLS and Animo.Sys/Active Directory (AD) login/access concern, please submit a report through The Concierge (https://theconcierge.dlsu.edu.ph/support/tickets/new) support portal. In “I would like to report an issue about”, select IT Services. In "Issue Category", select either MLS or Animo.sys.

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">• Audit Class Enrollment• Manual Dropping• Optional Electives/ Optional Minors• Special Class	School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS)	assocdeanLC@dlsu.edu.ph	<p>MS. MARICEL DELA ROCA maricel.delaroca@dlsu.edu.ph WFH: Mon/Tue Onsite: Wed/Thu/Fri UH404 Laguna Campus</p>
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