UNDERGRADUATE ENROLLMENT
TERM 3, AY 2024-2025

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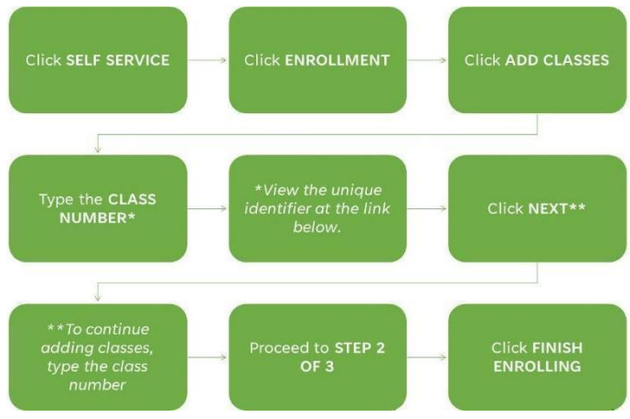
PROCEDURES FOR ONLINE ENROLLMENT

<table>
<tr><th>STEP</th><th>ACTIVITY</th><th>DATE AND TIME</th><th>DETAILS</th></tr>
<tr><td>1</td><td>Account Activation</td><td></td><td>For students who paid tuition after Jan 11, 2025, activate your My.LaSalle account via https://my.dlsu.edu.ph/create_account.asp</td></tr>
<tr><td rowspan="3">2</td><td>2A: Pre-Enlistment</td><td>Jan 27, 2025 (08:00 am) - Jan 29, 2025 (08:00 pm)
Extended from Jan 30, 2025 (08:00 am) – Jan 31, 2025 (08:00 pm)</td><td>Access http://animo.sys.dlsu.edu.ph and use your Active Directory (AD) login credentials to do the following:
</td></tr>
<tr><td>2B: View Actual Enrollment Appointment</td><td>Starting
14 Apr 2025</td><td>Actual enrollment appointment at http://animo.sys.dlsu.edu.ph to do the following:
</td></tr>
<tr><td>2C: View Actual Enrollment Count</td><td></td><td>Actual enrollment count and class number may be viewed at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings</td></tr>
<tr><td>3</td><td>Settlement of Clearance</td><td>Deadline until 12 Apr 2025</td><td>Access http://animo.sys.dlsu.edu.ph and use your Active Directory (AD) login credentials to do the following:
</td></tr>
<tr><td rowspan="2">4</td><td>Online Enrollment</td><td>Apr 23, 2025–
Apr 26, 2025

See timeslots in the “Online Enrollment Schedule”
(click below)
via Animo.sys
via SERP</td><td>Log in at http://animo.sys.dlsu.edu.ph and use your Active Directory (AD) log in credentials to do the following:
 

View the unique identifier for each course code and section at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings</td></tr>
<tr><td colspan="2">REMINDERS
● For the procedure on how to do the online enrollment, you may watch the short video seminar: https://bit.ly/online_enrollment_video
● A RETENTION FEE corresponding to the dropping period will be charged to students who will DROP 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)</td></tr>
</table>

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ONLINE ENROLLMENT SCHEDULE via Animo.sys

All ID 124 Undergraduate Students must do the online enrollment through animosys account (except new transferee student) for T3, AY 2024-25.
All Taft-based students and Laguna College students with ID 113 and above (including ID 124) will follow the schedule table below

The **last day** of online enrollment ends on **Apr 26, 2025 (23:59)**

***Dean's List of TERM 1, AY 2024-2025 as of Apr 12, 2025**

Those with enrollment concerns may coordinate with their respective College Associate Dean and Academic Programming Officer for assistance

Students must ensure they have taken and passed the prerequisites for the subjects. Students who did not pass the pre-requisite will be dropped and charged a 20% retention fee.

The Lasallian Core Curriculum (LCC) prepared the following open/available slots for **all GE courses:**

- Day 1 = 15 slots per section
- Day 2 = 30 slots per section
- Day 3 = 45 slots per section

SCHEDULED STUDENTS	ID NO.	COLLEGES	START DATE	START TIME	CONFIRMATION OF ENROLLMENT
PWD with a mobility issue	ID 124 and below	**All Colleges**	**Apr 23, 2025**	08:00 am	**Apr 24, 2025 Starting 10:00 PM**
Dean's List – First Honors Dean's List and University Honors (with Pre-enlistment)	ID 124 and below	**SIS (formerly known as LAGUNA CAMPUS)**			
	ID122* and below*	GCOE / COS / CCS		09:30 am	
	ID122* and below*	RVRCOB / CLTSOE		11:00 am	
	ID122* and below*	LC / CLA / BAGCED		12:30 pm	
	ID123 and ID124*	GCOE / COS / CCS		02:00 pm	
	ID123 and ID124*	RVRCOB / CLTSOE		03:30 pm	
	ID123 and ID124*	LC / CLA / BAGCED		05:00 pm	
Advance Enrollees Recommended by Offices (with Pre-enlistment)	ID122 and below	All Colleges		06:30 pm	
	ID123 & ID124	All Colleges		08:00 pm	
Dean's List – Second Honors Dean's List (with Pre-enlistment)	ID124 and below	**SIS (formerly known as LAGUNA CAMPUS) All Students /**		09:30 pm	
	ID124* and below*	GCOE / COS / CCS	**Apr 24, 2025**	08:00 am	**Apr 25, 2025 Starting 10:00 PM**
	ID124* and below*	RVRCOB / CLTSOE		11:00 am	
	ID124* and below*	LC / CLA / BAGCED		12:30 pm	
Enlistment – SIS (with pre-enlistment)	ID124 and below*	**SIS (formerly known as LAGUNA CAMPUS) All Students**		02:00 pm	
Enlistment – GCOE / BAGCED / COS (with Pre-enlistment)	ID121 and below	GCOE / BAGCED / COS		03:30 pm	
	ID122	GCOE / BAGCED / COS		05:00 pm	
	ID123	GCOE / BAGCED / COS		06:30 pm	
	ID 124	GCOE / BAGCED / COS		08:00 pm	
Enlistment – RVRCOB/ LC / CLTSOE	ID121 and below	RVRCOB/ LC / CLTSOE		09:30 pm	
Enlistment – RVRCOB/ LC / CLTSOE (with pre-enlistment)	ID 122	RVRCOB/ LC / CLTSOE	**Apr 25, 2025**	08:00 am	**Apr 26, 2025 Starting 10:00 PM**
Enlistment RVRCOB/ LC / CLTSOE (with pre-enlistment)	ID 123	RVRCOB/ LC / CLTSOE		09:30 am	
Enlistment – RVRCOB/ LC / CLTSOE (with pre-enlistment)	ID 124	RVRCOB/ LC / CLTSOE		11:00 am	

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ONLINE ENROLLMENT SCHEDULE via Animo.sys

SCHEDULED STUDENTS	ID NO.	COLLEGES	START DATE	START TIME	CONFIRMATION OF ENROLLMENT
Enlistment – CCS / CLA (with Pre-enlistment)	ID 121 and below	CCS / CLA	**Apr 25, 2025**	12:30 pm	**Apr 26, 2025 Starting 10:00 PM**
	ID 122	CCS / CLA		02:00 pm	
	ID 123	CCS / CLA		03:30 pm	
	ID 124	CCS / CLA		05:00 pm	
All Student who did not pre-enlist	ID 121 and below	All Colleges		06:30 pm	
All Student who did not pre-enlist	ID 122	All Colleges		08:00 pm	
All Student who did not pre-enlist	ID 123	All Colleges		09:30 pm	
All Student who did not pre-enlist	ID 124	All Colleges			
INTER-COLLEGE Enlistment	ID 124 and below	**School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS) All Students**	**Apr 26, 2025**	08:00 am	
	ID 122 and below	GCOE / BAGCED / COS		09:30 am	
	ID 123 and 124	GCOE / BAGCED / COS		11:00 am	
	ID 122 and below	RVRCOB/LC/ CLTSOE		12:30 pm	
	ID 123 and 124	RVRCOB/LC/ CLTSOE		02:00 pm	
	ID 122 and below	CCS / CLA		03:30 pm	
	ID 123 and 124	CCS / CLA		05:00 pm	

Online Late Enrollment / Adjustment ***(Except for ID 124 New Transferee Student)***	Apr 27, 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 http://animo.sys.dlsu.edu.ph

LAGUNA COLLEGE – ONLINE ENROLLMENT SCHEDULE via SERP

All Laguna-based Students ID 112 and below

COLLEGES	Enrollment Period	DAYS	TIME
GCOE, CCS, and RVRCOB	**Apr 23, 2025– Apr 26, 2025** (except Sundays and Holidays)	Mon – Fri	08:00 AM - 12:00 NN 01:00 PM - 05:00 PM
		Sat	08:00 AM - 12:00 NN

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MANDATORY CONFIRMATION OF ENROLLMENT

5

Starts on 24 Apr 2025 at 10:00 PM

up to

03 May 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* ***"Proceed to Online Payment"*** *button.*
8. *If* ***"Pay Later"*** *button is selected, click* ***"Select School Year and Term"*** *search and click* ***"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 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

Reminder:	➢ The MLS Print EAF facility will be open starting **02 May 2025**. ➢ A student who adjusted their enrollment **must print the updated EAF** based on the schedule table below.

DATE	TIME	COLLEGE	ID NO.
28 Apr 2025	08:00 AM – 09:00 AM	**School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS) All Students**	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
29 Apr 2025	08:00 AM – 09:00 AM	**BAGCED**	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	**COS**	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	**CCS**	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
30 Apr 2025	08:00 AM – 09:00 AM	**GCOE**	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	**CLA**	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
02 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) *Note: Dropping percentage will apply; a 10% retention fee will be charged for every course dropped or adjusted.*		**Online Special Adjustment (ALL COLLEGES)** *Note: Students may re-enlist the course/s that was auto-dropped due to non-confirmation.*	
12 May 2025 (12:00 AM)		**[Second Round] Auto Dropping of all students with unconfirmed enrollment**	
REINSTATEMENT OF COURSE/S WHO AUTO-DROPPED ON 11 May 2025 (12:00 AM) CAN APPLY FOR REINSTATEMENT ONLY	**12 May - 17 May 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. ● Download the reinstatement assessment form and pay to the campus cashier (Official Receipt is required for uploading. ● A reinstatement fee of Php 2,000 is non-refundable.	

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Returnee	Mar 10, 2025 – Apr 26, 2025 (08:00 pm)	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. 2. Accomplish the Google Forms below according to your college using DLSU Gmail: LAGUNA COLLEGE: Returnee_LagunaCollege BAGCED: http://bit.ly/Returnee_BAGCED CCS: http://bit.ly/Returnee_CCS CLA: http://bit.ly/Returnee_CLA GCOE: http://bit.ly/Returnee_GCOE COS: http://bit.ly/Returnee_COS RVRCOB: http://bit.ly/Returnee_RVRCOB CLTSOE: http://bit.ly/Returnee_SOE *(Note: Student who has no approved LOA from the previous term will be charged a returnee fee of Php 2,000)* 3. Animo.sys will be activated, and IT Services will send an email with the activation details to the student DLSU Gmail. 4. Students will have to do the online enrollment after the activation for MLS/Animo.sys account **starting Apr 28, 2025 – May 03, 2025** and on **05-10 May 2025.**
Special Class Enrollment	Apr 05, 2025 – May 07, 2025 (08:00 pm)	**SUBMISSION THROUGH GOOGLE FORMS** 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: LAGUNA COLLEGE: Special_Class_LAGUNA BAGCED: https://bit.ly/UG_Special_Class_BAGCED CCS: https://bit.ly/UG_Special_Class_CCS CLA: https://bit.ly/UG_Special_Class_CLA COS: https://bit.ly/UG_Special_Class_COS GCOE: Special Class_GCOE RVRCOB: https://bit.ly/UG_Special_Class_RVRCOB CLTSOE: https://bit.ly/UG_Special_Class_SOE
	May 09, 2025 – May 17, 2025 (08:00 pm)	**EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL** 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**. 2. Revised EAF can be downloaded **after three (3) working days** upon approval information or **not later than May 21, 2025.**
	REMINDERS 1. Students must have **no pending clearance/s** with other offices. 2. Students must confirm their enrollment with other courses. 3. Students must pay for the courses enrolled online following the **deadline for payment without a surcharge.** 4. **Incomplete requirements will not be processed.** Before submitting, ensure you have completed all the processing requirements.	

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Online Enrollment for Optional Electives or Optional Minors	Apr 23, 2025 – May 07, 2025 (08:00 PM)	**Reminders:** • Following the HDA from the Office of the Provost posted May 20, 2022, **the no-tuition arrangement for Optional Electives and Optional Minor courses shall also cease starting Term 1, AY 2022-2023.** Thus, students enrolling in Optional Elective /Optional Minor will be charged proper tuition and fees. • Secure prior approval from the Academic Department offering the course/s before enrolling. 1. Enrollment for Optional Electives or Optional Minors for Manila-based students can be done online through http://animo.sys.dlsu.edu.ph use your Active Directory (AD log-in credentials) during the student's online enrollment schedule. Please see Step 4 for the online enrollment process, and to view the unique identifier for each course code and section, please see this link: https://enroll.dlsu.edu.ph/dlsu/view_course_offerings 2. Download the updated EAF immediately after successfully enrolling in the Optional Electives or Optional Minors through your MLS account.
Inter-Campus Enrollment (Manila-SIS / SIS-Manila)	Apr 25, 2025 – May 03, 2024 (08:00 PM)	• Manila to SIS, Inter-campus enrollment can be done online during the schedule of Inter-College Enlistment • SIS to Manila, must go through this link: https://docs.google.com/forms/d/1N3_zPWlGX9MF2RuLSbDPf7frIBcODkjGdfoRG06fWBg, **(April 24-April 29, 2025)**
Audit Class Enrollment	May 06, 2025 – May 17, 2025 (08:00 PM)	1. Students must complete the Application for Audit Class http://bit.ly/Audit_Class 2. OUR will coordinate with the Associate Dean of the College/School and will request their endorsement 3. Once cleared, the Enrollment In-Charge will encode the courses to the subjects enrolled by 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.
		REMINDERS 1. Student must have **no pending clearance/s** with other offices 2. **Incomplete requirements will not be processed.** 3. Before submitting, ensure that you have accomplished all requirements needed for processing.

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LEAVE OF ABSENCE APPLICATION

ACTIVITY	DATE AND TIME	DETAILS
Leave of Absence Application Effective for Term 3, AY 2024-2025 **REMINDERS:** • ***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.*** • ***If the student enlisted for Term 3, AY 24-25 and intends to apply for LOA, he/she must drop the course/s immediately using Animo.sys account before the term starts to avoid charges/retention fee.*** • ***Dropping during the start of the term (as one files for LOA) will be charged with applicable retention fees.***	**29 Mar 2025 – 12 Jul 2025 (08:00 PM)**	1. Students must apply for LOA through this **Gform** together with the documents below: ➢ *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.* ➢ ***LOA Form*** *and valid ID of the Parents/Guardian on Records* ➢ *Supporting Documents (if applicable only)* ➢ *Clearance from the Office of Admissions and Scholarships (for OAS scholars only)* 2. A copy of the Google form response will be sent to the student's email as an acknowledgment receipt. 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. 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. 5. The student must ensure that all necessary forms and documents are submitted; thus, an incomplete application will not be processed. 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. 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. ➢ **CPS** ➢ **SDFO** ➢ **FAO** ➢ **HSO/Clinic** ➢ **Associate Dean** 8. ***(FOR DLSU SCHOLARS ONLY)*** *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****.*
Undergraduate Shifting Procedure and Schedule	You may find more details here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_ug.pdf	

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TUITION FEE PAYMENT

ACTIVITY	DEADLINE	DETAILS
Payment **Without** Surcharge	Until **10 May 2025 (Saturday)**	• Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment. • Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment. **REMINDERS**: 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. 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. 3. If you need clarification or have questions, please complete the appropriate service request from the student financial account services list available 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.
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)**	

PROCESS OF TUITION FEE PAYMENT

ONLINE PAYMENT	OVER-THE COUNTER-BANK PAYMENT	
	Account Name	**Bank**
1. Kindly log in to your MLS account and click the **View Assessment (with online payment)**. 2. Online payment is made 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	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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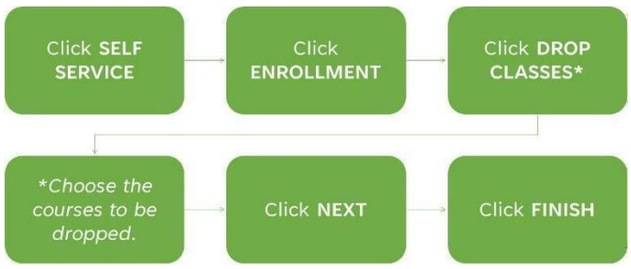
DEADLINE OF DROPPING COURSES

REFUND *(applicable for full payment)*	RETENTION FEE (to be charged to partial payment or no payment yet)	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
Online Dropping Monday- Saturday (until 08:00 pm)	• **ID 124 and below (except new transferee student)** • **For All Laguna-based Students (ID 112 and below, dropping is via SERP)** • **Returnee**	Log in at http://animo.sys.dlsu.edu.ph (use your Active Directory (AD) login credentials) and follow these steps below, which are applicable for Taft-based students and Laguna-based students with ID 113 up to ID 122: 
Manual Dropping	• **ID 124 New Transferee Student** • **Student with Inactive animo.sys account** **REMINDER:** • Student must have **no pending clearance/s** with other offices	1. Students must accomplish the Application for Manual Dropping Form: **https://bit.ly/Manual_Dropping_UG_GS** 2. The OUR will coordinate with the Associate Dean of the College/School for their endorsement. 3. Once cleared, the Enrollment In-Charge will drop the courses from the students' enrolled subjects. 4. An email will be sent to the student once the application has been processed. 5. Students may then download and print the updated EAF through an MLS account.

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CONTACT INFORMATION

ENROLLMENT SUPPORT	AVAILABLE OFFICE HOURS FOR ENROLLMENT CONCERNS:	DETAILS
NOTE: Except for Saturdays, Sundays / Holidays / Non-working days Lunch Break: (Mondays to Fridays) 12:00 noon to 01:30 pm	• Mon-Fri 09:00 am to 12:00 nn and 01:30 pm to 05:00 pm • Sat 09:00 am to 12:00 nn **DLSU Trunk line:** • (632) 8-524-46-11 local 115	• 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) *Note: Office hours on Saturdays 08:00-12:00 only*
For the following but not limited to: • **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	**MS. MARICEL DELA ROCA** maricel.delaroca@dlsu.edu.ph WFH: Mon/Tue Onsite: Wed/Thu/Fri UH404 Laguna Campus
	Br. Andrew Gonzalez College of Education **(BAGCED)**	assocdeanBAGCED@dlsu.edu.ph	**MS. MARY GRACE BENEGAS** mary.grace.benegas@dlsu.edu.ph WFH: Mon/Fri/Sat Onsite: Tue/Wed/Thu A1603 Br. Andrew Bldg.
	College of Computer Studies **(CCS)**	assocdeanCCS@dlsu.edu.ph	**MS. HAZEL R. VENTURA** hazel.ventura@dlsu.edu.ph WFH: Mon/Tue/Sat Onsite: Wed/Thu/Fri 10th Flr. Br. Andrew Bldg.
	College of Liberal Arts **(CLA)**	assocdeanCLA@dlsu.edu.ph	**MS. GINA ESPENILLA** gina.espenilla@dlsu.edu.ph WFH: Mon/Tue/Wed Onsite: Thu/Fri/Sat Ground Flr. Faculty Center
	College of Science **(COS)**	assocdeanCOS@dlsu.edu.ph	**MS. MA. CRISTINA TISMO** ma.cristina.tismo@dlsu.edu.ph WFH: Mon/Tue Onsite Wed/Thu/Fri/Sat Room 202, William Hall
	Gokongwei College of Engineering **(GCOE)**	assocdeanGCOE@dlsu.edu.ph	**MR. EDDIEMON PANEM** eddiemon.panem@dlsu.edu.ph WFH: Wed/Fri/Sat Onsite: Mon/Tue/Thu 10th Flr. Br. Andrew Bldg.
	Ramon V. del Rosario College of Business **(RVRCOB)**	assocdeanRVRCOB@dlsu.edu.ph	**MS. SHIELA MARIE TEVES** shiela.esteva@dlsu.edu.ph WFH: Thu/Fri/Sat Onsite Mon/Tue/Wed Ground Flr. Faculty Center
	Carlos L. Tiu School of Economics **(CLTSOE)**	assocdeanSOE@dlsu.edu.ph	**MS. PURISIMA G. LIPATA** purisima.lipata@dlsu.edu.ph WFH: Mon/Thu/Fri Onsite: Tue/Wed/Sat 221 LS Bldg.