

ENROLLMENT PROCESS

FOR CONTINUING STUDENTS



**SECOND SEMESTER
ACADEMIC YEAR 2023-2024
COLLEGE UNIT**

ENROLLMENT DATES

SECOND SEMESTER
ACADEMIC YEAR 2023-2024
COLLEGE UNIT

◆ **January 8, 2024**
MONDAY

SPECIAL ENROLLMENT FOR THE FOLLOWING STUDENTS:

- ▶ STUDENT ASSISTANTS
- ▶ VARSITIES
- ▶ WORKING STUDENTS (EXTERNAL)
- ▶ OPEN TO ALL YEAR LEVELS FOR COURSES WITH BLOCK SECTIONS ONLY

NOTE: Students who are under these categories should email (heu.enrollment) their Duty/Training Schedules and indicate the **Course and the Class Code/s** of their preferred schedules to enroll in. Please see sample below.

As for students working outside USLS, please provide a **Certificate of Employment with your Duty Hours.**

For example:

- Course - RIZAL
- Class Code - BABA 2-A (MTWTHF) - 05:30 - 07:30 PM

CLASS CODES

Units	Schedule ([Slots]SubjectCode-Section)
3	-select schedule
	-select schedule-
	[39] A ALL 2-A M/T/W/TH/F 08:00AM-10:00AM B 24
	[17] B BSMA 2-B/MSAS2/ALL M/T/W/TH/F 05:30PM-07:30PM W 11
	[10] A BABA 2-A M/T/W/TH/F 08:00AM-10:00AM MM 33
- M 08:00	[23] B BABA 2-B M/T/W/TH/F 01:30PM-03:30PM MM 33
0:00AM	[10] A BABE 4-A M/T/W/TH/F 10:00AM-12:00PM W 13
- M 01:30PM-03:30PM	C 13/W 01:30PM-03:30PM C 13/TH

ENROLLMENT DATES

SECOND SEMESTER
ACADEMIC YEAR 2023-2024
COLLEGE UNIT

◆ January 8-10, 2024

MONDAY - WEDNESDAY

▶ OPEN TO ALL YEAR LEVELS FOR
COURSES WITH BLOCK SECTIONS ONLY

Within this week, students can enroll their courses designated to their Program, Year Level and Section

◆ January 11,12,15 & 16, 2024

THU, FRI, MON, TUE

▶ OPEN TO ALL ENROLLMENT

Within this week, students can enroll their courses and select their preferred schedules, regardless of their Program, Year Level and/or Section, as long as it is not yet full or in conflict with their other schedules and has passed the PREREQUISITES subject(s).

PRE-ENROLLMENT REMINDERS & REQUIREMENTS

Before you proceed with enrollment, please make sure that you do the following:



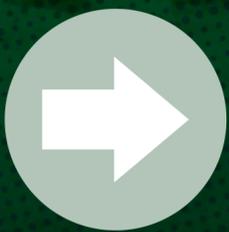
Settle your **BACK ACCOUNTS** and **CLEARANCES/DEFICIENCIES** from the previous semester(s) or academic year(s) on or before enrollment periods.



Log in to Student portal, proceed to My Grades and click Curriculum/Prospectus with Grades, for your subject registration guide on what courses are going to take this semester.

Take Note: You have to select the courses based on your year level of the Curriculum/Prospectus Guide.

Class Offerings: You can view here the offered subjects with schedules for the current semester.



Communicate with your Department Chairperson or College Secretaries for **EVALUATION AND ADVISING OF COURSES** that you will be taking for the semester.

1

PAYMENT OF ENROLLMENT FEE(cont'd)

Refer to the table below for the required fees for upon enrollment per category:

REQUIRED FEES UPON ENROLLMENT

		A	B	C	D
BSN	First Year	7,000.00	7,000.00	7,000.00	7,000.00
	Second Year	10,000.00	10,000.00	10,000.00	10,000.00
	Third Year	12,000.00	12,000.00	12,000.00	12,000.00
	Fourth Year	15,000.00	15,000.00	15,000.00	15,000.00
Other Courses		7,000.00	7,000.00	7,000.00	7,000.00

For Tuition & Payment Concerns

Email Addresses: studentaccounts@usls.edu.ph
cashiers@usls.edu.ph

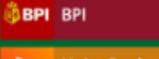
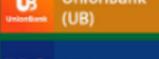
Trunk Line No.: (034) 434-6100 local 109
 (034) 434-6100 local 160

1

PAYMENT OF ENROLLMENT FEE (cont'd)

EFFECTIVE SEPT 16, 2023,
THE FOLLOWING CHANGES ON PAYMENT
ACCEPTANCE SHALL BE AS FOLLOWS:

✓ Accepted at Alternative Payment Centers

Payment Center	Nature of Fees	Payment Form	Date of credit to the student ledger
 MLhuillier (ML)	Tuition	Cash	Real Time
 SM / Savemore	Tuition	Cash	Next Working Day
 BPI	Tuition	Cash/Online	Next Working Day
 UnionBank (UB)	Tuition	Cash/Online	Next Working Day
 BDO	Tuition	Cash/Online	Next Working Day
 Dragon Pay (AIMS)	Tuition	Online	Real Time



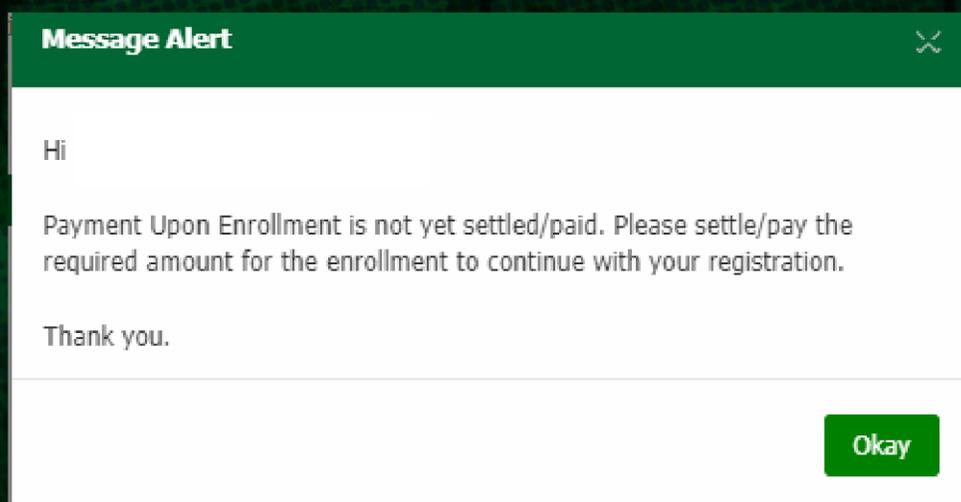
For payment transactions through banks, always channel your payments using bank bills payment facilities. Refer to this link:

www.usls.edu.ph/payment-centers

✓ Accepted at the USLS Business Office

Nature of Fees	Payment Method	
Tuition Fees	 Checks	 Credit Cards
	 Gcash	 Maya
	 Debit Cards	 QR
Miscellaneous Fees Special Fees Certification Fees All fees other than tuition	 Checks	 Credit Cards
	 Gcash	 Maya
	 Debit Cards	 QR
	 Cash	

NOTE: You cannot proceed to step 2 if a Message Alert will appear on the *Registration* tab of your AIMS Student Portal if you have not paid your enrollment fee or if your payment transaction has not been reflected by the Business Office to your account.



Students are highly encouraged to pay their enrollment fee(s) ahead of time, especially for those who will be paying at the alternative payment centers, to avoid delays with reservation of courses.

2

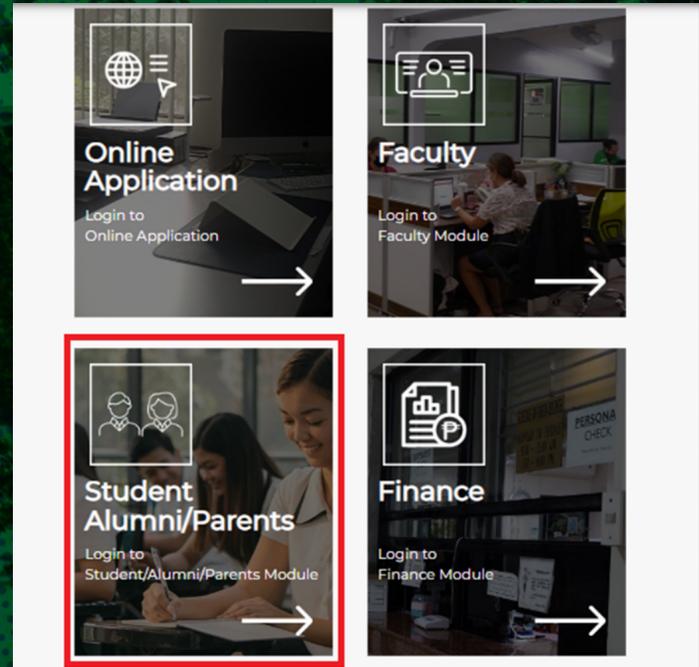
RESERVATION OF COURSES

At this point, the students will be the one to reserve their courses on their own once payment of tuition fees has been reflected.

You may refer to your curriculum/prospectus for the subjects to be taken guide for this semester according to your year level status or communicate to your Department Chairperson for advising.



Log-in to your AIMS Student Portal
<https://aims.usls.edu.ph/lasalle/>



Click the drop-down button and select "Student"



Input your *Username*, *Password* and *Birthdate* in the fields provided

- your username is your ID Number;
- your default password is your birthdate

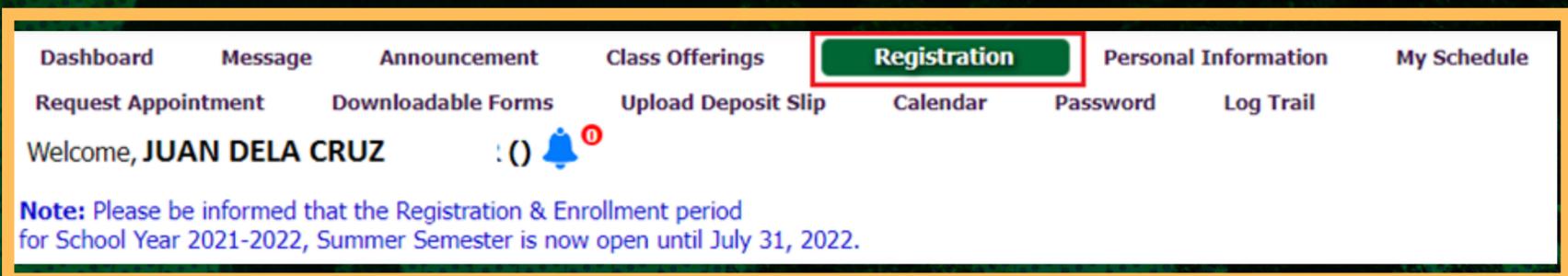
2

RESERVATION OF COURSES (cont'd)

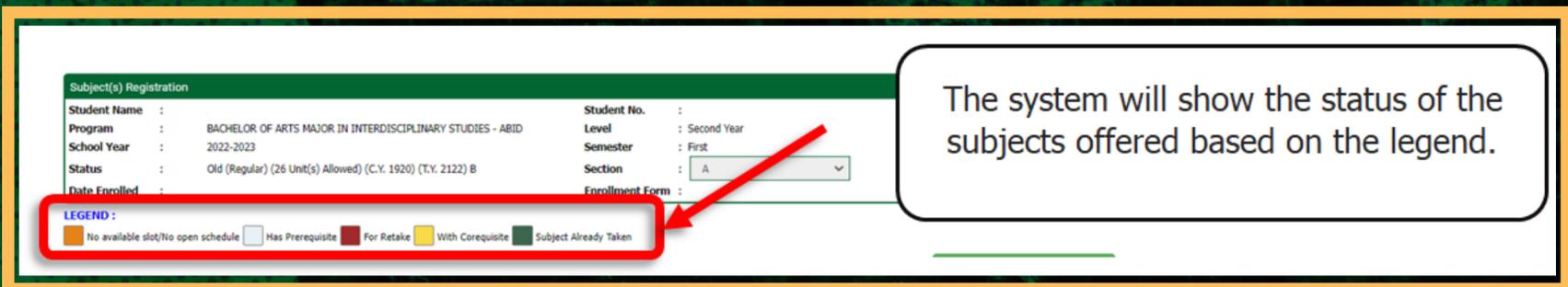
At this point, the students will be the one to reserve their courses on their own once payment of tuition fees has been reflected and has been advised by their DCs of the courses that they will be taking.

2.1 Click the **Registration** tab to view your advised courses

2.1A An alert message will prompt you if your payment is not yet reflected.



Take note of the following indicators and labels of the Registration tab on your Student Portal:



Review the courses advised to you by your Department Chairperson under the **Registered Subject(s) for the current semester** table. Please refer to the sample below.



2

RESERVATION OF COURSES (cont'd)

At this point, the students will be the one to reserve their courses on their own once payment of tuition fees has been reflected and has been advised by their DCs of the courses that they will be taking.

◆ The table below shows the list of courses based on the *student's curriculum*

#	Subject No.	Descriptive Title	Lec Hours	Lab Hours	Credited Units	Schedule	Remark/Status
<input checked="" type="checkbox"/>	CWRLD	The Contemporary World	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST102	Introduction to Philosophical Perspectives			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST103	Socio-Anthropology			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST104	Advanced Personality Development			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IRS3	Spirituality in the Workplace	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	LOGIC	Logic	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PED3	Swimming and Recreation	2		2	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PSPEAK	Public Speaking	3		3	[49] ABID 2-A	
					TOTAL UNITS	26/(0)	

This table will show all the offered subjects and schedule to be taken by the student.

2.2 Tick the checkbox of your advised courses that you will be enrolling and select a schedule by clicking the drop-down button

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule	Faculty/Teacher's Name
<input checked="" type="checkbox"/>	CWRLD	The Contemporary World	3		3	[49] ABID 2-A	MBALAJON, MIRA DELLOMES
<input checked="" type="checkbox"/>	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST102	Introduction to Philosophical Perspectives			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST103	Socio-Anthropology			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST104	Advanced Personality Development			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IRS3	Spirituality in the Workplace	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	LOGIC	Logic	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PED3	Swimming and Recreation	2		2	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PSPEAK	Public Speaking	3		3	[49] ABID 2-A	
					TOTAL UNITS	26/(0)	

Before selecting a schedule, make sure that the checkbox of the course is filled.

This column shows the available schedule/s for a course. Click the dropdown button to see more schedules.

◆ Please take note that during the **OPEN TO ALL YEAR LEVELS FOR COURSES WITH BLOCK SECTIONS ONLY**, you can only select the schedules assigned to your Program, Year Level and/or Section.

2

RESERVATION OF COURSES (cont'd)

At this point, the students will be the one to reserve their courses on their own once payment of tuition fees has been reflected and has been advised by their DCs of the courses that they will be taking.

2.3 Click the **"Click to Register your Subject(s)"** button to review and reserve your courses and to view your total assessment.

The screenshot displays the 'Subject(s) Registration' page. At the top, there is a form with student information: Student Name, Student No., Program (BACHELOR OF ARTS MAJOR IN INTERDISCIPLINARY STUDIES - ABID), Level (Second Year), School Year (2022-2023), Semester (First), Status (Old (Regular) (26 Unit(s) Allowed) (C.Y. 1920) (T.Y. 2122) B), Section (A), Date Enrolled (July 15, 2022), and Enrollment Form. Below this is a legend with color-coded boxes: No available slot/No open schedule (orange), Has Prerequisite (light blue), For Retake (red), With Corequisite (yellow), and Subject Already Taken (green). The main section is titled 'REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER' and contains a table with columns: #, Subject Code, Description, Lec Hours, Lab Hours, Credited Units, Schedule, and Faculty/Teacher's Name. The table lists several subjects, each with a checked checkbox in the first column. A green button labeled 'Click to Register your Subject(s)' is located to the right of the table. A red arrow points from a box labeled '2.3' to this button.

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule	Faculty/Teacher's Name
<input checked="" type="checkbox"/>	CWRLD	The Contemporary World	3		3	[49] ABID 2-A	ABALAJON, MIRA DELLOMES
<input checked="" type="checkbox"/>	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST102	Introduction to Philosophical Perspectives			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST103	Socio-Anthropology			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST104	Advanced Personality Development			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IRS3	Spirituality in the Workplace	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	LOGIC	Logic	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PED3	Swimming and Recreation	2		2	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PSPEAK	Public Speaking	3		3	[49] ABID 2-A	

◆ Before clicking the **Click to Register your Subject(s)** button, please make sure to **review your courses and selected schedules** as you can no longer make anymore changes after.

◆ If you wish to remove advised subject(s), **uncheck the checkbox** to remove selected course from the **"Registered Subject(s) for the Current Semester"**

This is a close-up of the table from the previous screenshot. It shows the first four rows: CWRLD, IDST101, IDST102, and IDST103. Each row has a blue checkbox in the first column, which is highlighted by a red box. Red arrows point to each of these checkboxes.

#	Subject Code	Description
<input checked="" type="checkbox"/>	CWRLD	The Contemporary World
<input checked="" type="checkbox"/>	IDST101	Introduction to Interdisciplinary Studies
<input checked="" type="checkbox"/>	IDST102	Introduction to Philosophical Perspectives
<input checked="" type="checkbox"/>	IDST103	Socio-Anthropology

2

RESERVATION OF COURSES (cont'd)

At this point, the students will be the one to reserve their courses on their own once payment of tuition fees has been reflected and has been advised by their DCs of the courses that they will be taking

2.4 After registering your courses, a Message Alert will display on your portal. Click the "Okay" button

Message Alert

The system notice that you have already paid your Upon Enrollment Payment. Click the **Save Registration** button if you do not want to make another payment. Choose another payment option from the dropdown if you would like to make another payment. Thank you.



Okay

2.5 Review reserved subjects. Click the "Save Registration" button to enroll your courses.

Student Name : BACHELOR OF SCIENCE IN ACCOUNTANCY - BABA
Program : BACHELOR OF SCIENCE IN ACCOUNTANCY - BABA
Status : New (Regular) (27.5 Unit(s) Allowed) (C.Y. 2223) (T.Y. 2223) (Category B) NSTP(CWTS)
School Year : 2022-2023
Date Registered : Validated - Jul 23, 2022
Enrollment Form : July 23, 2022
Student No. :
Year Level : First Year
Section : B
Semester : First
Site Code : USLS

Registered Subjects and Class Schedule:

#	Section	Subject Code	Description	Lec	Lab	Credited Units	Faculty/Teacher's Name	Time	Day	Room
1	ACCT101	BABA 1-B	Basic Accounting (Basic Corporate Accounting - SE and FS Presentation)	6	0	6		06:30PM - 08:30PM	T/TH	W 13
2	COMLAW1	BABA 1-B	Law on Obligations and Contracts	3	0	3		05:30PM - 06:30PM	M/W	MM 24
3	CWRLD	BABA 1-B	The Contemporary World	3	0	3		03:30PM - 04:30PM	T/TH	MM 32
4	IGG	BABA 1-B	Group Guidance 1	1.5	0	1.5		03:30PM - 04:30PM	M	MM 24
5	IRSI	BABA 1-B	Lasallian Spirituality	3	0	3		07:30AM - 08:30AM	T/TH	C 13
6	MATHMW	BABA 1-B	Mathematics in the Modern World	3	0	3		02:30PM - 03:30PM	M/W	MM 24
7	NSTP1	BABA 1-B	National Service Training Program 1	3	0	3		01:30PM - 04:30PM	S	B 21
8	PED1	BABA 1-B	Wellness and Fitness	2	0	2		03:30PM - 04:30PM	W	CC
9	RHIST	BABA 1-B	Readings in Philippine History	3	0	3		04:30PM - 05:30PM	T/TH	MM 33
						TOTAL	27.5/(0)			



Save Registration **Back to Registration**

◆ If you are a **regular student** and have reserved your courses, please proceed to **Step 3 for the Validation of your enrollment**. Otherwise, please proceed to the next page for the reservation of courses for **irregular students**.

2

RESERVATION OF COURSES FOR IRREGULAR STUDENTS

This process is for *irregular students* only and will be applied during the **Open-To-All Enrollment** from **January 11, 12 & 15,16, 2024**.

1. Review the advised courses under the "Registered Subject(s) for the current semester" table.
2. If you want to remove a course, **click** or **uncheck** the **checkbox** beside the subject code.
3. If you want to update your schedule or add other courses, **click** the "**VIEW OTHER SUBJECT(S) to REGISTER**" button. All courses in your curriculum will display.
 - You search for a specific course by using the **Advanced Search**.
4. **Click** the **check box** beside the course and select your preferred schedule.
5. Click the "**Click to register your Subject(s)**" button to review and reserve your subjects and assessment.

The screenshot shows the 'Subject(s) Registration' interface. At the top, there is a form with student details: Student Name, Program (BACHELOR OF ARTS MAJOR IN INTERDISCIPLINARY STUDIES - ABID), School Year (2022-2023), Status (Old (Irregular) (26 Unit(s) Allowed) (C.Y. 2021) (T.Y. 2122) B), Date Enrolled (July 16, 2022), Student No., Level (Second Year), Semester (First), and Section (A). Below this is a legend with color-coded boxes: No available slot (orange), Has Prerequisite (light blue), For Retake (red), With Corequisite (yellow), and Subject Already Taken (green). The main section is titled 'REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER' and contains a table with columns: #, Subject Code, Description, Lec Hours, Lab Hours, Credited Units, Schedule, and Faculty/Teacher's Name. The table lists three courses: CWRLD (The Contemporary World), IDST101 (Introduction to Interdisciplinary Studies), and IDST102 (Introduction to Philosophical Perspectives). A 'Click to Register your Subject(s)' button is located to the right of the table. Below the table is a search section with a 'Click to View Other Subject(s) to Register' button, a search input field containing 'PED3', and a 'Search' button. The search results show a table for 'Second Year' with one course: PED3 (Swimming and Recreation). A dropdown menu for the schedule is open, showing options: [50] BANK 2-A and [99] BABA 2-A. Numbered callouts 1-5 point to specific elements: 1 points to the Faculty/Teacher's Name column, 2 points to the checkboxes in the first column, 3 points to the 'Click to View Other Subject(s) to Register' button, 4 points to the dropdown menu, and 5 points to the 'Click to Register your Subject(s)' button.

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule	Faculty/Teacher's Name
<input checked="" type="checkbox"/>	CWRLD	The Contemporary World	3		3	[49] ABID 2-A M 08:00AM-10:00AM	ABALAJON, MIRA DELLOMES
<input checked="" type="checkbox"/>	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST102	Introduction to Philosophical Perspectives			3	[49] ABID 2-A	

TOTAL UNITS : 9/(0)

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule
<input checked="" type="checkbox"/>	PED3	Swimming and Recreation	2		2	[50] BANK 2-A [99] BABA 2-A

3

ENROLLMENT VALIDATION

Validation of your enrollment is the last step for you to be officially enrolled in the semester.

3.1 After clicking the *Save Registration* button, the **UNDERTAKING FORM** will appear on your portal. Please read the content and fill-out the *Preferred Modality survey*, then click the **“Submit Confirmation”** button

The screenshot shows the 'UNDERTAKING FORM' overlay on the 'Academic Information Management System' portal. The form is titled 'UNIVERSITY OF ST. LASALLE CONFIRMATION AND VALIDATION OF ENROLLMENT FORM Higher Education Unit'. It includes a 'PLEASE READ' section, an 'UNDERTAKING' section for 'SUMMER Semester SY 2021-2022', and a section for face-to-face class requirements. Red arrows point to the 'I confirm' checkbox, the 'Yes' radio button, and the 'Submit Confirmation' button. The background shows a course schedule table with columns for Section, Subject Code, and Description.

Section	Subject Code	Description
CT3	ABCO 2-A	Communication Elective 3
CT4	ABCO 2-A	Communication Elective 4

- ◆ By doing this procedure, you will be considered as officially enrolled and your enrollment form will be validated. After this procedure, you are no longer allowed to make any changes with your enrolled courses.
- ◆ You may generate and print your validated Enrollment Form through your Student Portal.

3.2 Click the **“Okay, Close”** button after another Message Alert appears

The screenshot shows a 'Confirmation Alert Message!' box with the text: 'Your registration and assessment has been saved. You will received an Enrollment Confirmation message once your enrollment status is confirmed. Thank you.' A red arrow points down to the 'Okay, Close' button.

3

ENROLLMENT VALIDATION (cont'd)

Validation of your enrollment is the last step for you to be officially enrolled in the semester.

At this point, you are considered as officially enrolled for the semester if there is a status **ENROLLED** in your dashboard. Kindly wait for your enrolled courses to be uploaded on your Canvas Dashboard and/or any communications from your departments.

Subject(s) Registration							
Student Name	:	DELANTE, MICAH YLLA GONZALES (ENROLLED)	Student No.	:	2010235		
Program	:	BACHELOR OF SCIENCE IN ACCOUNTANCY - BABA	Level	:	First Year		
School Year	:	2022-2023	Semester	:	First		
Status	:	New (Regular) (27.5 Unit(s) Allowed) (C.Y. 2223) (T.Y. 2223) B	Section	:	B		
Date Enrolled	:	July 23, 2022	Enrollment Form	:	Validated - Jul 24, 2022		
REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER							
#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule	Faculty
1	ACCT101	Basic Accounting (Basic Corporate Accounting - SE and FS Presentation)	6	0	6	T 06:30PM-08:30PM W 13/TH 06:30PM-08:30PM W 13	
2	COMLAW1	Law on Obligations and Contracts	3	0	3	M 05:30PM-06:30PM MM 24/W 05:30PM-06:30PM MM 24	
3	CWRLD	The Contemporary World	3	0	3	T 03:30PM-04:30PM MM 32/TH 03:30PM-04:30PM MM 32	
4	IGG	Group Guidance 1	1.5	0	1.5	M 03:30PM-04:30PM MM 24	
5	IRSI	Lasallian Spirituality	3	0	3	T 07:30AM-08:30AM C 13/TH 07:30AM-08:30AM C 13	
6	MATHMW	Mathematics in the Modern World	3	0	3	M 02:30PM-03:30PM MM 24/W 02:30PM-03:30PM MM 24	
7	NSTP1	National Service Training Program 1	3	0	3	S 01:30PM-04:30PM B 21	
8	PED1	Wellness and Fitness	2	0	2	W 03:30PM-04:30PM CC	
9	RHIST	Readings in Philippine History	3	0	3	T 04:30PM-05:30PM MM 33/TH 04:30PM-05:30PM MM 33	
TOTAL UNITS : 27.5/(0)							
Validate Registration Official Enrollment Form Generate your COR View your Assessment							
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After validating your enrollment, you will be directed to the *Student Registration* tab of your Student Portal. Kindly review your status and your enrolled courses on your Student Portal. You may also generate, download and print your Enrollment/Registration Form for your copy.

FOR INQUIRIES

For Enrollment Concerns

Email Address: heu.enrollment@usls.edu.ph

Telephone No.: (034) 433-6899

Trunk Line No.: (034) 434-6100 local 126

For Admission & Scholarship Concerns

Email Address: heu.admission@usls.edu.ph

Telephone No.: (034) 433-7019

Trunk Line No.: (034) 434-6100 local 124

For Tuition & Payment Concerns

Email Addresses: studentaccounts@usls.edu.ph
cashiers@usls.edu.ph

Trunk Line No.: (034) 434-6100 local 109

(034) 434-6100 local 160

**CLASSES FOR THE SECOND
SEMESTER, ACADEMIC YEAR
2023-2024 WILL BEGIN ON
JANUARY 17, 2024**