

ENROLLMENT PROCESS

FOR CONTINUING STUDENTS



**FIRST SEMESTER
ACADEMIC YEAR 2026-2027
GRADUATE SCHOOL**

ENROLLMENT DATES

FIRST SEMESTER
ACADEMIC YEAR 2026-2027
GRADUATE SCHOOL

◆ **JULY 13, 2026 -
JULY 31, 2026**

MONDAY - SATURDAY



FOR CONTINUING STUDENTS

ENROLLMENT DATES

FIRST SEMESTER
ACADEMIC YEAR 2026-2027
GRADUATE SCHOOL

◆ **AUGUST 1, 2026**

SATURDAY



START OF CLASS

PRE-ENROLLMENT REMINDERS & REQUIREMENTS

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



Settle your **BACK ACCOUNTS** from the previous semester(s) or academic year(s)



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 Academic Coordinator for **EVALUATION AND ADVISING OF COURSES** that you will be taking for the semester

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ENROLLMENT STEPS (CONTINUING STUDENTS)

PAYMENT OF ENROLLMENT FEE

MASTERAL DEGREE

DOCTORAL DEGREE

5, 500

1

PAYMENT OF ENROLLMENT FEE(cont'd)

You may pay your enrollment fees thru banks or at the following payment centers:



USLS CASHIER

Students may go directly to the University's Business/Accounting Office



MLHUIILLIER

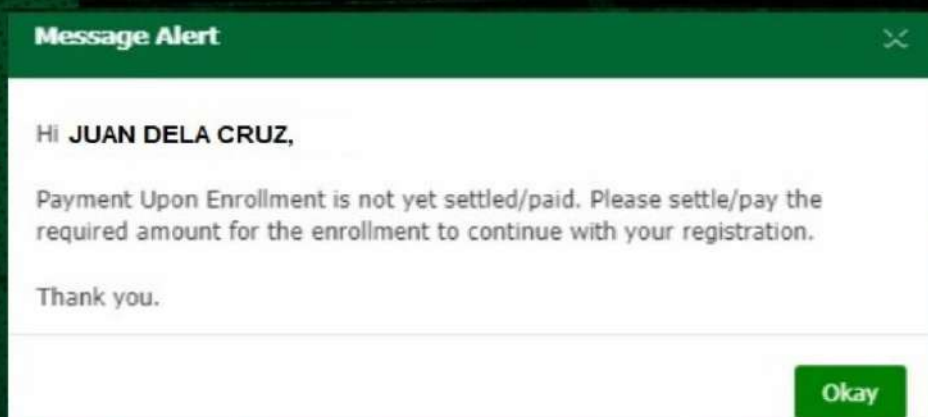
Students are required to provide their Student ID Number and Purpose of Payment: Enrollment Fee



BANKS

*UBP Bills Payment Facility
BDO Bills Payment Facility
BPI Online Merchant Facility*

NOTE: You cannot proceed to step 2 if a Message Alert will appear on the *Registration* tab of your 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

1

PAYMENT OF ENROLLMENT FEE (cont'd)

If you paid your fees thru **BANKS** and *alternative payment centers*, please upload your receipts on your AIMS Student Portal by following the instructions below:

How To Upload the Proof of Payment:

1. Login to your Student Portal
2. Proceed to **Upload Deposit Slip** tab
3. Click the **link** to select Files/Documents from your computer or device. Follow the file name format.
4. Click the **Upload and Submit** button to upload file

The uploaded receipt will be sent to the account of the Cashier at the Business Office.

After the cashier posted your payment, you can proceed to step 2.

The screenshot shows the AIMS Student Portal interface. At the top, there is a navigation bar with links: Request Appointment, Downloadable Forms, **Upload Deposit Slip** (highlighted with a red box), Calendar, Password, Log Trail, and Sign Out. Below the navigation bar, the page title is "UPLOAD PROOF OF PAYMENT".

ATTENTION: Make sure that you have received an email or message that your Registration and Assessment is already confirmed and processed before uploading your proof of payment to avoid problems with your transaction.

Security Advisory: I certify that the file uploaded is a scanned copy of the original bank deposit slip or Official slip of my proof of payment.

FOR STUDENT: Student No.LASTNAMEFIRSTNAME(21812345CRUZJUAN)
FOR APPLICANT: Applicant No.LASTNAMEFIRSTNAME(2021A12345CRUZJUAN)

If your Student No. has special character please include it.
 Please don't include any space in between the file name.
 Make sure your Last Name and First Name is in CAPITAL LETTERS.

Click this link to select files/documents from your computer (highlighted with a red box and a red arrow pointing to the File Explorer window).

Below the instructions, there is an "Uploaded Files History" section showing "No uploaded files yet."

On the right side of the page, there is a modal window titled "Upload the scanned copy of the Bank deposit slip or OR here." It contains a "Click to Upload File" button (highlighted with a red box) and an "Upload and Submit" button (highlighted with a red box).

The Windows File Explorer window is open, showing the "Pictures > Saved Pictures" folder. It contains a file named "Student Icon" with a graduation cap icon. The "File name" field at the bottom shows "360_F_207651297_2dm3gwy7WQjNf".

2

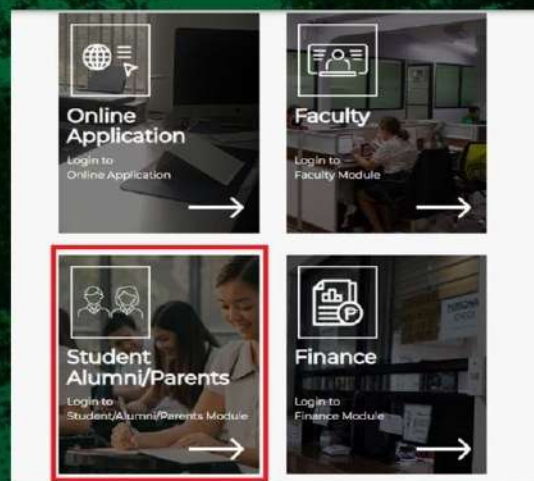
RESERVATION OF COURSES

At this point, the students will be the one to reserve their courses on their own after paying their enrollment fee.

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



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 after paying their enrollment fee and has been advised by their ACs 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

Dashboard Message Announcement Class Offerings **Registration** Personal Information My Schedule

Request Appointment Downloadable Forms Upload Deposit Slip Calendar Password Log Trail

Welcome, JUAN DELA CRUZ

Note: Please be informed that the Registration & Enrollment period for School Year 2021-2022, Summer Semester is now open until July 31, 2022.

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

Subject(s) Registration

Student Name: BACHELOR OF ARTS MAJOR IN INTERDISCIPLINARY STUDIES - ABED
 Program: 2022-2023
 School Year: Old (Regular) (26 Units Allowed) (C.Y. 1920) (T.Y. 2122) B
 Status:
 Photo Upload:
 Enrollment Form:
 Student No.:
 Level: Second Year
 Semester: First
 Section: A

LEGEND:
 No available slot/no open schedule Has Prerequisite For Retake With Composite Subject Already Taken

The system will show the status of the subjects offered based on the legend.

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

REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

Click to Register your Subject(s)

#	Subject Code	Description	LEC Hours	LAB Hours	Credit Units	Schedule	Faculty/Teacher's Name
☒	CWRLD	The Contemporary World	3		3	[49] ABED 2-A	ABALAZON, NORA DELLOSSES
☒	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABED 2-A	
☒	IDST102	Introduction to Philosophical Perspectives			3	[49] ABED 2-A	
☒	IDST103	Socio-Aesthetics			3	[49] ABED 2-A	
☒	IDST104	Advanced Personality Development			3	[49] ABED 2-A	
☒	IRSI	Spirituality in the Workplace	3		3	[49] ABED 2-A	
☒	LOGIC	Logic	3		3	[49] ABED 2-A	
☒	PEDS	Swimming and Recreation	2		2	[49] ABED 2-A	
☒	PSPEAK	Public Speaking	3		3	[49] ABED 2-A	

TOTAL UNITS : 267(0)

This table will show all the subjects advised by the department chairperson.

2

RESERVATION OF COURSES (cont'd)

At this point, the students will be the one to reserve their courses on their own after paying their enrollment fee and has been advised by their ACs of the courses that they will be taking

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

SUBJECT(S) TO REGISTER FOR THE CURRENT SEMESTER

#	Subject No.	Description Title	Lec. Hours	Lab. Hours	Credits Units	Schedule	Remark/Status
☒	CWILD	The Contemporary World	3		3	[49] ABSD 2-A	
☒	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABSD 2-A	
☒	IDST102	Introduction to Philosophical Perspectives			3	[49] ABSD 2-A	
☒	IDST103	Socio-Anthropology			3	[49] ABSD 2-A	
☒	IDST104	Advanced Personality Development			3	[49] ABSD 2-A	
☒	IBS3	Spirituality in the Workplace	3		3	[49] ABSD 2-A	
☒	LOGIC	Logic	3		3	[49] ABSD 2-A	
☒	PEEC	Swimming and Recreation	2		2	[49] ABSD 2-A	
☒	PSPEAK	Public Speaking	2		2	[49] ABSD 2-A	
			TOTAL UNITS:		26/30		

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(s) Registration

Student Name: _____ Student No.: _____

Program: BACHELOR OF ARTS MAJOR IN INTERDISCIPLINARY STUDIES - ABSD level _____ Semester: _____

School Year: 2022-2023 _____ Section: _____

Status: OK (Regular) (24 Unit(s) Allowed) (C.Y. 1936) (T.Y. 2122) B _____ Enrollment Form: _____

Date Enrolled: July 15, 2022

LEGEND:
☐ No available slot/no open schedule
☐ Has Prerequisite
☐ For Retake
☐ With Corequisite
☐ Subject Already Taken

REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

#	Subject Code	Description	Lec. Hours	Lab. Hours	Credits Units	Schedule	Faculty/Teacher's Name
☒	CWILD	The Contemporary World	3		3	[49] ABSD 2-A	ABALAZON, NORA DELLORES
☒	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABSD 2-A	
☒	IDST102	Introduction to Philosophical Perspectives			3	[49] ABSD 2-A	
☒	IDST103	Socio-Anthropology			3	[49] ABSD 2-A	
☒	IDST104	Advanced Personality Development			3	[49] ABSD 2-A	
☒	IBS3	Spirituality in the Workplace	3		3	[49] ABSD 2-A	
☒	LOGIC	Logic	3		3	[49] ABSD 2-A	
☒	PEEC	Swimming and Recreation	2		2	[49] ABSD 2-A	
☒	PSPEAK	Public Speaking	2		2	[49] ABSD 2-A	
			TOTAL UNITS:		26/30		

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 *first week of enrollment*, 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 after paying their enrollment fee and has been advised by their ACs 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.

Subject(s) Registration

Student Name : _____ Student No. : _____
 Program : BACHELOR OF ARTS MAJOR IN INTERDISCIPLINARY STUDIES - ABIG Level : Second Year
 School Year : 2022-2023 Semester : First
 Status : OK1 (Regular) (26 Unit(s) Allowed) (C.Y. 1920) (T.Y. 2122) B Section : A
 Date Enrolled : July 15, 2022 Enrollment Form : _____

LEGEND :
 No available slot/No open schedule Has Prerequisite For Retake With Corequisite Subject Already Taken

REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

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

Click to Register your Subject(s)

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"

LEGEND :
 No available slot/No open schedule Has Prerequisite For Retake

REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

#	Subject Code	Description
☒	CWRLD	The Contemporary World
☒	IDST101	Introduction to Interdisciplinary Studies
☒	IDST102	Introduction to Philosophical Perspectives
☒	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 after paying their enrollment fee and has been advised by their ACs 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 your preferred 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

Program

Status

School Year

Date Registered

Enrollment Form

Date Enrolled

BACHELOR OF SCIENCE IN ACCOUNTANCY - BABA

New (Regular) (27.5 Unit(s) Allowed) (C.N. 2223) (T.V. 2223) (Category B) NSTP(CWTS)

2022-2023

Validated - Jul 23, 2022

July 23, 2022

Student No.

Year Level

Section

Semester

Site Code

First Year

B

First

USLS

Registered Subjects and Class Schedule

#	Section	Subject Code	Description	Loc	Lab	Credited Units	Faculty/Teacher's Name	Time	Day	Room
1	ACCT101	BABA 1-B	Basic Accounting (Basic Corporate Accounting - SE and PS Presentation)	6	0	6	05:30PM - 06:30PM	T/TH	W 15	
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	02:30PM - 04:30PM	T/TH	MM 22	
4	TGS	BABA 1-B	Group Guidance 1	1.5	0	1.5	05:30PM - 06:30PM	M	MM 24	
5	BS1	BABA 1-B	Localize Spirituality	3	0	3	07:30AM - 08:30AM	T/TH	C 13	
6	MATH107	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	PE01	BABA 1-B	Wellness and Fitness	2	0	2	03:30PM - 04:30PM	W	CC	
9	PHIST	BABA 1-B	Readings in Philippine History	3	0	3	04:30PM - 05:30PM	T/TH	MM 23	
				TOTAL		27.5(10)				

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**.

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

UNDERTAKING FORM

University of St. La Salle
CONFIRMATION AND VALIDATION OF ENROLLMENT FORM
Higher Education Unit

PLEASE READ: Make sure you are done reserving all of your subjects first before submitting confirming this UNDERTAKING FORM for your enrollment validation. You Can no longer make any more changes with your reserved subjects if you have been validated. For more detailed instructions, please read and follow the enrollment steps on our FB page: @uasinregistrac.

UNDERTAKING
SUMMER Semester SY 2021-2022

I have reviewed the listed enrolled courses and find them to be correct based on my current academic status and the sequence of the courses that I need to take as indicated in the Undergraduate Catalogue. **IN CASE OF ANY ERROR (COURSE ENROLLED TWICE OR BEFORE A PREREQUISITE) IN MY ENROLLED SUBJECTS AS SHOWN ABOVE, I ASSUME FULL RESPONSIBILITY OF SUCH ERROR. I ALSO AGREE TO THE CONDITION THAT ANY SUBJECT ENROLLED BEFORE COMPLETION OF ITS PREREQUISITE WILL BE DECLARED AS INVALID, HENCE, NO CREDIT IS EARNED.**

☐ I confirm

The University of St. La Salle Higher Education Unit (HEU) has been authorized by the Commission on Higher Education (CHED) to offer limited face-to-face classes in all 63 Higher Education Academic Programs and it adheres to the CHED guidelines on the conduct of limited face-to-face classes under different alert levels.

There are subjects that would require a face-to-face class. Would you be willing to come and attend class on campus?

☐ Yes ☐ No

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

Confirmation Alert Message!

Your registration and assessment has been saved. Please wait for the school personnel to confirm your enrollment status. You will received an Enrollment Confirmation message once your enrollment status is confirmed. Thank you.

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. 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)
Program : BACHELOR OF SCIENCE IN ACCOUNTANCY - BABA
School Year : 2022-2023
Status : New (Regular) (27.5 Units Allowed) (C/N 2223) 0
Date Enrolled : July 23, 2022

Student No. : 2010225
Level : First Year
Semester : First
Section : B
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 PS Presentation)	6	0	6	T 08:30PM-09:30PM W 12PM-01:30PM TH 08:30PM-09:30PM W 12	
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	CMRLD	The Contemporary World	3	0	3	T 03:30PM-04:30PM MM 32/TH 03:30PM-04:30PM MM 32	
4	IGG	Group Guidance I	1.5	0	1.5	M 03:30PM-04:30PM MM 24	
5	IRSE	Lacanian Spirituality	3	0	3	T 07:30AM-08:30AM C 13/TH 07:30AM-08:30AM C 13	
6	MATH101	Mathematics in the Modern World	3	0	3	M 02:30PM-03:30PM MM 24/W 02:30PM-03:30PM MM 24	
7	NGTP1	National Service Training Program I	3	0	3	S 03:30PM-04:30PM Q 21	
8	PEL1	Wellness and Fitness	2	0	2	W 02:30PM-04:30PM CC	
9	RHIST	Readings in Philippine History	3	0	3	T 04:30PM-05:30PM MM 32/TH 04:30PM-05:30PM MM 32	

TOTAL UNITS : 27.5(00)

[Validate Registration](#)
[Official Enrollment Form](#)
[Generate your COE](#)
[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 INQUIRIES

For Enrollment Concerns

Email Address: gsm.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