

ENROLLMENT PROCESS

FOR NEW 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

▶ **NEW STUDENTS**

ENROLLMENT DATES

FIRST SEMESTER
ACADEMIC YEAR 2026-2027
GRADUATE SCHOOL

◆ **AUGUST 1, 2026**

SATURDAY

▶ **START OF CLASS**

ENROLLMENT STEPS (NEW STUDENTS) STEP 1

After receiving the Admission Card from the Graduate School Office, student pays the enrollment fee of:



Enrollment Fee: 5,500
(both for Masteral and Doctoral)



using the Applicant Number (for Non-USLS Graduates) and the Student ID Number (for USLS Graduates) at the USLS Business Office Cashiers or at the alternative payment centers (MLhuillier and Interbank transactions).



For queries regarding total assessment and other payment concerns, please email the Business Office at studentaccounts@usls.edu.ph

ENROLLMENT STEPS (NEW STUDENTS) STEP 2

SECTIONING, ADVISING AND RESERVATION



Once the payment for the enrollment has been successfully processed, the student may log-in to the AIMS Applicant Portal (for Non-USLS graduates) and AIMS Student Portal (For USLS Graduates) and processed with the confirmation of their registration, expressing their intention to be enrolled in the program which they have been admitted.

ENROLLMENT STEPS (NEW STUDENTS) STEP 3

[Dashboard](#) [Messages](#) [Announcement](#) [Notification Board](#) [Applicant Information](#) [Change Password](#) **Registration Confirmation** [Upload Deposit Slip](#)

[Downloadable Forms](#) [Request Appointment](#)

Welcome,  [Sign Out](#) 

Registration Confirmation Procedure

Read the Guidelines before you begin:

- **Update Personal Information:** Make sure that your information are updated and complete before submitting your registration confirmation.
- **Submission of Registration Confirmation:** Review your information below if all information in the provided fields are correct and complete. Choose your terms of payment in the Mode of Payment field and submit your confirmation for registration.
- **All notification or announcement** will be sent to your AIMS messaging account and personal email address registered in the system. Make sure to check regularly your email and messaging for some important reminders or instruction from your respective colleges or other units.

I. Registration Confirmation for Incoming Freshmen and Continuing Students

School Year :

Semester :

Student ID No :

Grade/Year Level :

Complete Name :

Date of Birth :

Citizenship :

Gender :

Permanent Address :

Email Address :

Contact Number :

College :

Department :

Program :

Mode of Payment :

II. Scholarship Application: Upload Scholarship Form Document

- Document's filename should be Username-StudentID-Dechame. Example: CRUG2028-0000-MNHHEFORM(*.img, *.jpg, *.pdf)
- Click the **Upload Documents** button to upload your documents.
- Download and fill-up the Scholarship Form.
- Scan or take a clear picture of the signed scholarship form.
- Follow the procedure below on how to upload the scholarship form.

[Upload Documents](#) [Scholarships Application Form](#) [Tuition Assistance Form](#)

III. Learning Modality

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 CHED 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

IV. Registration Confirmation

☐

I certify that the above-stated information is complete and accurate. Any falsification of any information on this form will automatically nullify my application and registration and/or subject me to dismissal from the university.

☐

I am willing to accept the Mission Statement of this Catholic University and the objectives of the College I am enrolled in and to abide all the rules and regulations of the University of St. La Salle.

☐

I am aware of the tuition and other fees of the school at the time of the enrollment, and I understand that these are subject to annual increases per CHED policies and guidelines.

☐

I confirmed to proceed my registration with University of St. La Salle.

[Submit Registration Confirmation](#)

ENROLLMENT STEPS (NEW STUDENTS) STEP 3 CONTINUATION

- ➡ Please review your Student Information (I) before confirming your registration;
- ➡ Please answer the Learning Modality (III) survey by selecting “YES” or “No” if you are willing to have a face - to - face classes next Academic Year 2024-2025, as authorized by the Commission on Higher Education (CHED);
- ➡ Please click the tick box if you have read and understood the Registration Confirmation (IV) conditions before you click the “ Submit Registration Confirmation” button below;
- ➡ Once registration is confirmed or have been submitted, the Graduate School Office will process the advising and reservation of courses;
- ➡ Students will receive an email notification in their registered email address inbox regarding the status of their enrollment;
- ➡ For Non-USLS Graduates, you will also be receiving your official USLS Student ID Number with log-in credentials for your AIMS Student Portal.

ENROLLMENT STEPS (NEW STUDENTS) STEP 3 CONTINUATION

VALIDATE

- ➡ After the students have received their new log-in credentials, students may view their enrolled courses and schedules for the semester through the “Student Registration” sub-module of their portals. Students are also required to finalize their enrollment by submitting the Undertaking Form found in the link: <https://aims.usls.edu.ph/lasalle/students/indexz.php>
- ➡ Please make sure that you have reviewed your courses and schedules before submitting the Undertaking Form. This is also required in generating your official Registration/Enrollment Forms.
- ➡ Kindly wait for any communications from your departments for your Freshmen Orientation and for other important reminders through your Student Portal or registered email address. gsm.enrollment@usls.edu.ph

1

PAYMENT OF ENROLLMENT FEE

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



MLHUILLIER

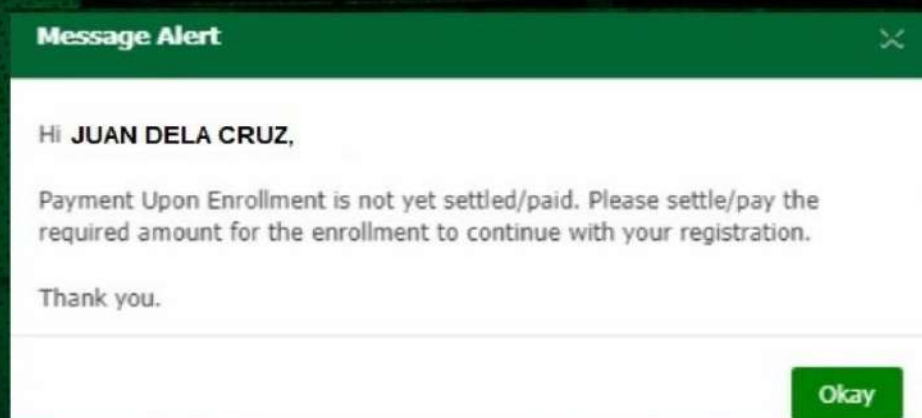
Students are required to provide their Student ID Number and Purpose of Payment: Enrollment Fee



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 displays the AIMS Student Portal interface for uploading proof of payment. The top navigation bar includes links for 'Request Appointment', 'Downloadable Forms', 'Upload Deposit Slip' (highlighted with a red box), 'Calendar', 'Password', 'Log Trail', and 'Sign Out'. The main heading is 'UPLOAD PROOF OF PAYMENT'. Below this, an 'ATTENTION' note and a 'Security Advisory' are provided. A red box highlights the instruction: 'Click this link to select files/documents from your computer'. A modal window titled 'Upload the scanned copy of the Bank deposit slip or OR here.' is open, showing a 'Click to Upload File' button (highlighted with a red box) and an 'Upload and Submit' button (highlighted with a green box). In the background, a Windows File Explorer window is open to the 'Pictures > Saved Pictures' folder, showing a file named 'Student Icon'.

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/>



La Salle
Bacolod

UNIVERSITY OF ST. LA SALLE
Bacolod City

Student

Select type of user to log in:

Student
Alumni
Parent
Non-Student

WhatsApp Facebook Twitter Instagram Google

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*

Student Module

La Salle
Bacolod

UNIVERSITY OF ST. LA SALLE
Bacolod City

Username

Password

Birth Date

Back Log in

Forgot your password? Click Here.

WhatsApp Facebook Twitter Instagram Google

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 :
School Year : 2022-2023
Status : Old (Regular) (26 Units Allowed) (C.Y. 1910) (T.Y. 2122) B
Date Enrolled :
Enrollment Fee :
Student No. :
Level : Second Year
Semester : First
Section : A

LEGEND:
☒ No available slot/no open schedule
☐ Has Prerequisite
☐ For Retake
☐ With Corequisite
☐ 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	Let. Hours	Lab Hours	Credited Units	Schedule	Faculty/Teacher's Name
☒	CVRI10	The Contemporary World	3		3	[49] ABED 2-A	ABALAJON, MIRA DELLOS
☒	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABED 2-A	
☒	IDST102	Introduction to Philosophical Perspectives			3	[49] ABED 2-A	
☒	IDST103	Socio-Anthropology			3	[49] ABED 2-A	
☒	IDST104	Advanced Personality Development			3	[49] ABED 2-A	
☒	IRIS3	Spirituality in the Workplace	3		3	[49] ABED 2-A	
☒	LOGIC	Logic	3		3	[49] ABED 2-A	
☒	PE03	Swimming and Recreation	2		2	[49] ABED 2-A	
☒	PSPEAK	Public Speaking	3		3	[49] ABED 2-A	

TOTAL UNITS: 26/09

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 No.	Description Title	Lec. Hours	Lab Hours	Credited Units	Schedule	Remark/Status
☒	CVWLD	The Contemporary World	3		3	[49] ABED 2-A	
☒	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABED 2-A	
☒	IDST102	Introduction to Philosophical Perspectives			3	[49] ABED 2-A	
☒	IDST103	Socio-Anthropology			3	[49] ABED 2-A	
☒	IDST104	Advanced Personality Development			3	[49] ABED 2-A	
☒	IRSD	Spirituality in the Workplace	3		3	[49] ABED 2-A	
☒	LOGIC	Logic	3		3	[49] ABED 2-A	
☒	PED3	Swimming and Recreation	2		2	[49] ABED 2-A	
☒	PSPEAK	Public Speaking	3		3	[49] ABED 2-A	
TOTAL UNITS: 24/(10)							

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 :
Program : BACHELOR OF ARTS MAJOR IN INTERDISCIPLINARY STUDIES - ABED
School Year : 2022-2023
Status : Old (Regular) (26 Units Allowed) (C.Y. 1920) (T.Y. 2122) B
Date Enrolled : July 15, 2022
Student No. :
Level : Second Year
Semester : First
Section : A
Enrollment Term :

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
☒	CVWLD	The Contemporary World	3		3	[49] ABED 2-A	BALAJON, MEGA DELLOS
☒	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABED 2-A	
☒	IDST102	Introduction to Philosophy			3	[49] ABED 2-A	
☒	IDST103	Socio-Anthropology			3	[49] ABED 2-A	
☒	IDST104	Advanced Personality Development			3	[49] ABED 2-A	
☒	IRSD	Spirituality in the Workplace	3		3	[49] ABED 2-A	
☒	LOGIC	Logic	3		3	[49] ABED 2-A	
☒	PED3	Swimming and Recreation	2		2	[49] ABED 2-A	
☒	PSPEAK	Public Speaking	3		3	[49] ABED 2-A	
TOTAL UNITS: 26/(10)							

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 - ABED 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 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] ABED 2-A	ABALAXON, MIRA DELLOMES
☒	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABED 2-A	
☒	IDST102	Introduction to Philosophical Perspectives			3	[49] ABED 2-A	
☒	IDST103	Socio-Anthropology			3	[49] ABED 2-A	
☒	IDST104	Advanced Personality Development			3	[49] ABED 2-A	
☒	IR53	Spirituality in the Workplace	3		3	[49] ABED 2-A	
☒	LOGIC	Logic	3		3	[49] ABED 2-A	
☒	PE03	Swimming and Recreation	2		2	[49] ABED 2-A	
☒	PSPEAK	Public Speaking	3		3	[49] ABED 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

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

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

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

#	Section	Subject Code	Description	Loc	Lab	Credited Units	Faculty/Teacher's Name	Time	Day	Room
1	ACCT101	BABA 1-0	Basic Accounting (Basic Corporate Accounting - SE and PS Presentation)	0	0	0	00:30PM - 08:30PM	T/Th	W 13	
2	COMLAW1	BABA 1-0	Law on Obligations and Contracts	0	0	3	02:30PM - 09:30PM	W	TH 24	
3	COVRLD	BABA 1-0	The Contemporary World	0	0	3	03:30PM - 04:30PM	T/Th	TH 32	
4	IGG	BABA 1-0	Group Guidance 1	1.5	0	3.5	03:30PM - 04:30PM	M	TH 24	
5	IRSI	BABA 1-0	Lexellan Spirituality	3	0	3	07:30AM - 08:30AM	T/Th	C 13	
6	MATHMW	BABA 1-0	Mathematics in the Modern World	0	0	3	02:30PM - 03:30PM	W	TH 24	
7	NSTP1	BABA 1-0	National Service Training Program 1	3	0	3	01:30PM - 04:30PM	S	B 21	
8	PED1	BABA 1-0	Wellness and Fitness	2	0	2	03:30PM - 04:30PM	W	CC	
9	RHIST	BABA 1-0	Readings in Philippine History	3	0	3	04:30PM - 05:30PM	T/Th	TH 33	
TOTAL						27.5 (6)				

[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

The screenshot shows the 'UNDERTAKING FORM' for the University of St. La Salle Higher Education Unit. The form is titled 'CONFIRMATION AND VALIDATION OF ENROLLMENT FORM' and is for the 'SUMMER Semester SY 2021-2022'. It includes a 'PLEASE READ' section with instructions, an 'UNDERTAKING' section with a declaration, and a 'Yes/No' section for face-to-face classes. Red arrows point to the 'I confirm' checkbox, the 'Yes' radio button, and 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: @stisregister.

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 these classes?

☐ Yes ☐ No

No, Cancel Submit Confirmation

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' dialog box. It contains the text: '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.' A red arrow points to the 'Okay, Close' button.

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.

Okay, Close

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 (UNBRIK1335)
Program : BACHELOR OF SCIENCE IN ACCOUNTANCY - BABA
School Year : 2022-2023
Status : New (Regular) (27.5 Unit(s) Allowed) (C.V. 2223) (T.Y. 2223) B
Date Enrolled : July 23, 2022

Student No. : 2010235
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 FS Presentation)	6	0	6	T 06:30PM-08:30PM W 12/TH 06:30PM-08:30PM W 13	
2	COHLAW1	Law on Obligations and Contracts	3	0	3	M 09:30PM-02:30PM MM 24/W 09:30PM-02:30PM MM 24	
3	CVARLD	The Contemporary World	3	0	3	T 02:30PM-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	IRG3	Lastilian Spirituality	3	0	3	T 07:30AM-09:30AM C 13/TH 07:30AM-09:30AM C 13	
6	MAT100V	Mathematics in the Modern World	3	0	3	M 02:30PM-03:30PM MM 24/W 02:30PM-03:30PM MM 24	
7	HSTP1	National Service Training Program I	3	0	3	S 01:30PM-04:30PM B 21	
8	PEP1	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 / (0)

[Validate Registration](#)
[Official Enrollment Form](#)
[Generate your CER](#)
[View your Assessment](#)

© Copyright 2022 AICS - Advanced Technologies, Inc.
All Rights Reserved.

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