

ENROLLMENT PROCESS

FOR CONTINUING COLLEGE STUDENTS



**SECOND SEMESTER
ACADEMIC YEAR 2024-2025
COLLEGE UNIT**

ENROLLMENT DATES

SECOND SEMESTER
ACADEMIC YEAR 2024-2025
COLLEGE UNIT

◆ **January 6, 2025**
MONDAY

SPECIAL ENROLLMENT FOR THE FOLLOWING STUDENTS:

- ▶ USLS STUDENT ASSISTANTS
- ▶ VARSITIES & ARTIST’S HUB
- ▶ WORKING STUDENTS (EXTERNAL)
- ▶ PWD

NOTE: Students who are under these categories should bring a copy of Certificate of Employment, Duty/Training Schedules during enrollment, PWD ID and send an email thru heu.enrollment@usls.edu.ph and the **Class Code/s** of their preferred schedules to enroll in. Please see sample below.

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/BSAS2/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
	[23] B BABA 2-B M/T/W/TH/F 01:30PM-03:30PM MM 33
	[10] A BABE 4-A M/T/W/TH/F 10:00AM-12:00PM W 13
	- M 08:00AM-10:00AM
	- M 01:30PM-03:30PM C 13/T 01:30PM-03:30PM C 13/W 01:30PM-03:30PM C 13/TH

ENROLLMENT DATES

SECOND SEMESTER
ACADEMIC YEAR 2024-2025
COLLEGE UNIT

◆ **January 7, 2025 - 1st & 2nd year**

◆ **January 8, 2025 - 3rd & 4th year**

Students with block sections

Within this dates, students can enroll their courses designated to their Program, Year Level and Section. You may coordinate with your DC of your section and proper advising of subjects.

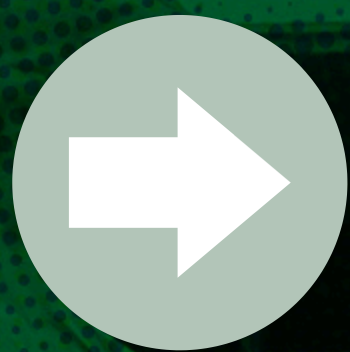
◆ **January 9 & 10, 2025**

▶ **OPEN TO ALL ENROLLMENT**

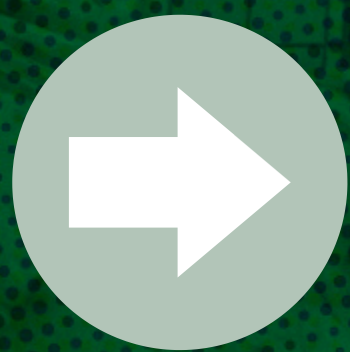
Within this date, students can enroll their courses and select their preferred schedules, regardless of their Program, Year Level and/or Section, as long as it is not yet full or in conflict with their other schedules, has passed the PREREQUISITES subject(s) and make sure you enlisted the courses advised by your Department Chairperson.

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 and present this to your Department Chairperson.

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:

REQUIRED FEES FOR UPON ENROLLMENT

		Category A, B, C & D
BSN	First Year	5, 500.00
	Second Year	6, 500.00
	Third Year	7, 500.00
	Fourth Year	8, 500.00
Other Courses		5, 500.00

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.

Message Alert

Hi **KIARA NICOLE VILLA,**

Payment Upon Enrollment is not yet settled/paid. Please settle/pay the required amount for the enrollment to continue with your registration.

Thank you.

Okay

University of

St. La Salle

SACOLONG

BUSINESS OFFICE ADVISORY

EFFECTIVE OCTOBER 1, 2024, 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	Same 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
Miscellaneous Fees Special Fees Certification Fees All fees other than tuition	Debit Cards
	QR
	Cash

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.

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

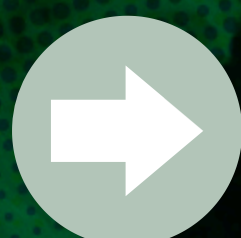
page 5 of 13

2

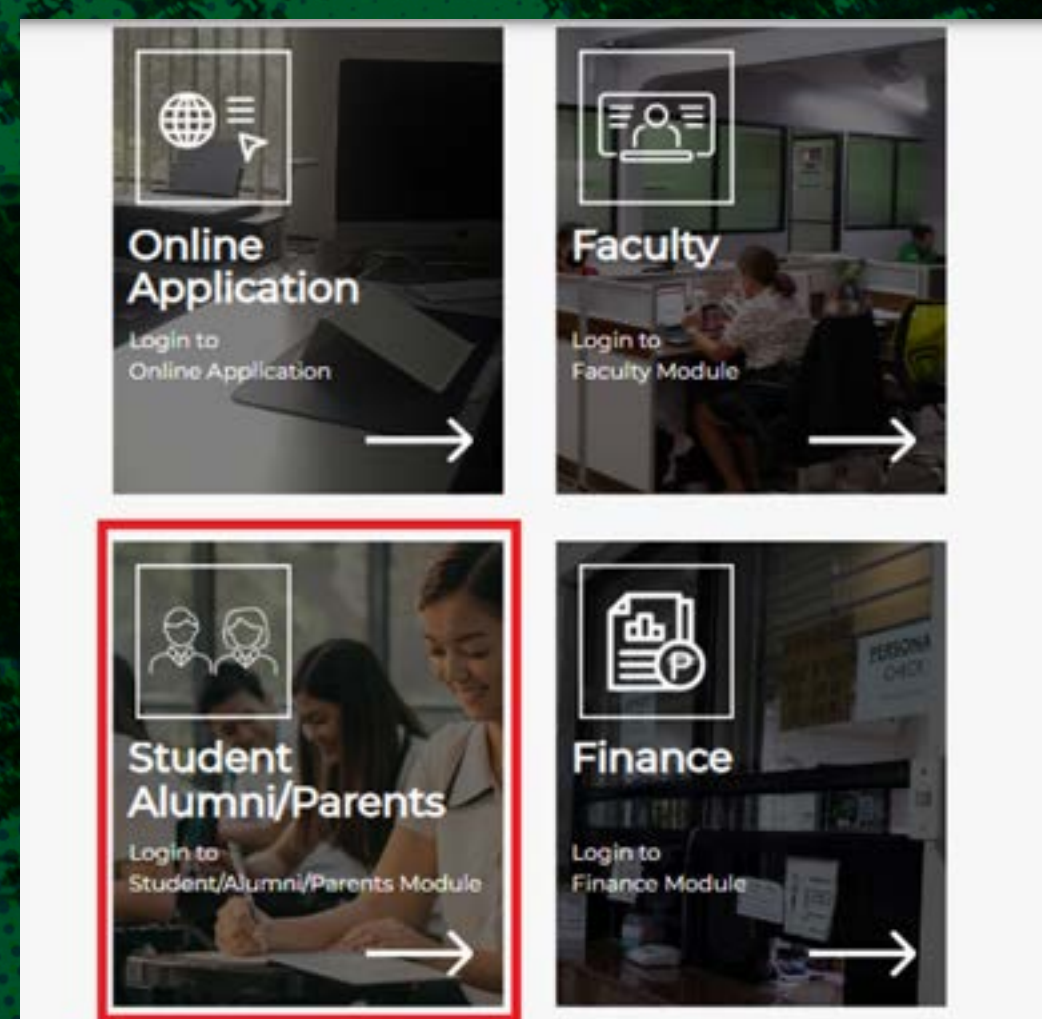
RESERVATION OF COURSES

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

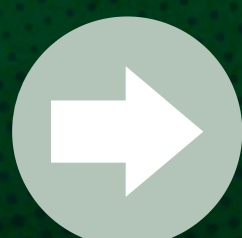
You may refer to your curriculum/prospectus for the subjects to be taken guide for this semester according to your year level status or communicate to your Department Chairperson for advising.



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

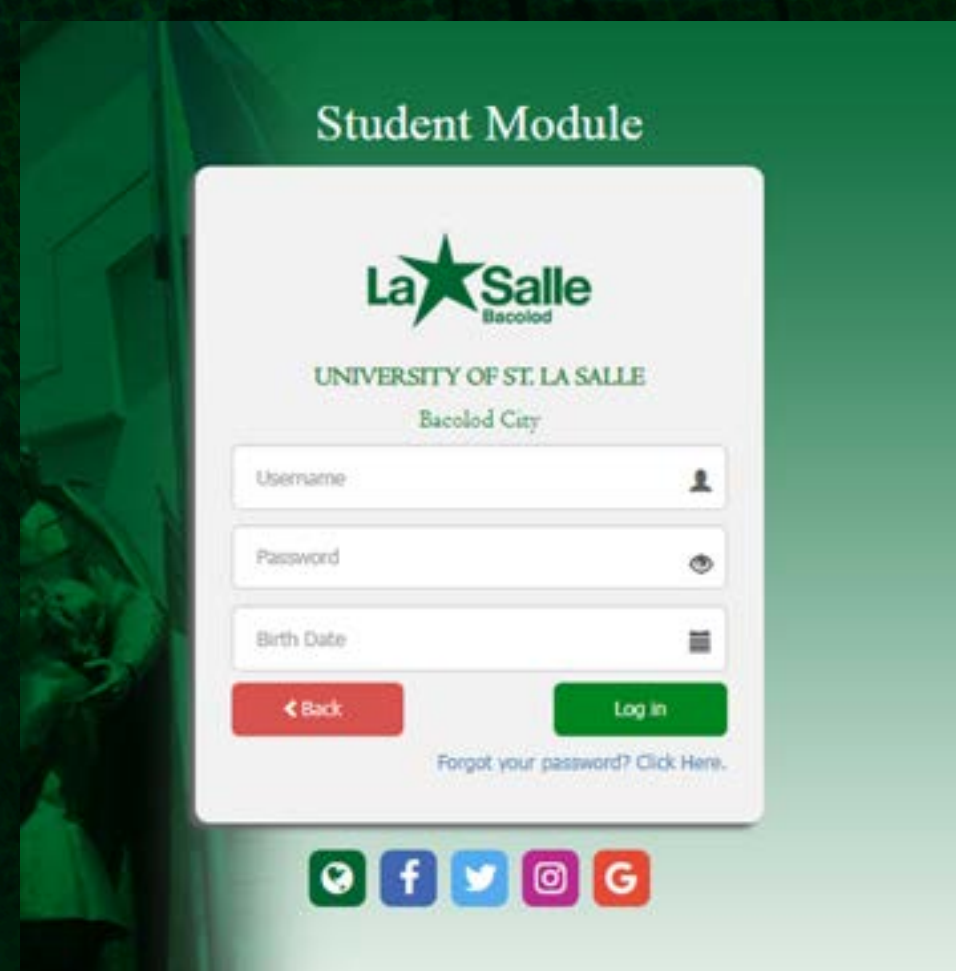


Click the drop-down button and
select "Student"



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** menu to manage your registration of courses.

- An alert message will prompt you if your payment is unpaid or not yet reflected in the system. If this will occur, you may settle or contact the Business Office.

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.

Subject(s) Registration

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

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.

2. 2 Review and take note of the courses advised by your Department Chairperson with section code(schedule) under the **Registered Subject(s) for the current semester** section.

Table 2.2 - REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER							Click to Register your Subject(s)
#	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	ABALAZON, MIRA DELLOSRES
<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"/>	IR53	Spirituality in the Workplace	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	LOGEC	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 display all the courses advised by your Department Chairperson or courses that you enlisted.

- If you wish to change the section/schedule of your advised subject(s), tick the checkbox to remove selected course with section/schedule from the "Registered Subject(s) for the Current Semester" and proceed to step 2.3 to select your preferred schedule.
- If there is no changes, proceed to Table 2.4

LEGEND :

- No available slot/No open schedule
- Has Prerequisite
- For Retake

REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

#	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. 3 The table shows the list of courses based on the *student's curriculum*.

- Tick the checkbox and click drop-down from the Schedule column to select section code with schedules. Then, click to register subject(s) again to save the course(s) (step 2.4).

Table 2.3 - SUBJECT(S) TO REGISTER FOR THE CURRENT SEMESTER

#	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. 4 Click the "**Click to Register your Subject(s)**" button to review and reserve your courses.

- 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.

Table 2. 4 - REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

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

Click to Register your Subject(s)

#	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	
TOTAL UNITS : 26/(0)							

click to save

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. 4a After saving your enlisted courses, a Message Alert will display, 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 a payment option from the dropdown if you would like to make another payment. Thank you.

Okay

2. 5 The Table 2. 5 will display the Registered Subjects and Class Schedule.

- Click "Save Registration" button to enroll your courses. Otherwise, click Back to Registration button to manage your registration again.

Table 2. 5 - REGISTERED SUBJECTS AND CLASS SCHEDULE

Student Name	DELANTE, MICAH YLLA GONZALES	Student No.	2010235
Program	BACHELOR OF SCIENCE IN ACCOUNTANCY - BABA	Year Level	First Year
Status	New (Regular) (27.5 Unit(s) Allowed) (C.Y. 2223) (T.Y. 2223) (Category B) NSTP(CWTS)	Section	B
School Year	2022-2023	Semester	First
Date Registered		Site Code	USLS
Enrollment Form			
Date Enrolled	July 23, 2022		

#	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	CWRGLD	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	IRS1	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** with registered subjects and class schedules, kindly continue save registration and 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**.

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.

Subject(s) Registration

Student Name:

Student No. :

Program : BACHELOR OF ARTS MAJOR IN INTERDISCIPLINARY STUDIES - ABID

Level : Second Year

School Year : 2022-2023

Semester : First

Status : Old (Irregular) (26 Unit(s) Allowed) (C.Y. 2021) (T.Y. 2122) B

Section : A

Date Enrolled : July 16, 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

Click to Register your Subject(s)

#	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)

Click to View Other Subject(s) to Register

PED3

Search

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

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 displays 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 and an 'UNDERTAKING' section where the student agrees to the terms. A red arrow points to the 'I confirm' checkbox. Another red arrow points to the 'Yes' radio button for the question 'There are subjects that would require a face-to-face class. Would you be willing to come and attend class on campus?'. A third red arrow points to the 'Submit Confirmation' button. The background shows the 'Academic Information Management System' interface with various navigation links and a table of enrolled subjects.

- 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. The message text reads: 'Your registration and assessment has been saved. You will received an Enrollment Confirmation message once your enrollment status is confirmed. Thank you.' A large red arrow points down to the 'Okay, Close' button at the bottom right of the dialog box.

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 No.	
Student Name	DELANTE, MICAH YLLA GONZALEZ (ENROLLED)	Student No.	2010235
Program	BACHELOR OF SCIENCE IN ACCOUNTANCY - BBA	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

#	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 I	1.5	0	1.5	M 03:30PM-04:30PM MM 24	
5	IRS1	Lasallian Spirituality	3	0	3	T 07:30AM-08:30AM C 13/TH 07:30AM-08:30AM C 13	
6	MATH-MW	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 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](#)

© Copyright 2021 ADMIS - Remedy 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 your copy.



Follow IMC facebook page for ID PROCESS
<https://www.facebook.com/uslsimc>

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
2024-2025 WILL START ON
JANUARY 13, 2025**