ENROLLMENT PROCEDURE
1ST SEMESTER AY 2016-2017

St. Thomas Aquinas Building (ITCC)
8:00 am to 5:00 pm

<table>
<thead>
<tr>
<th>MAY 2-25, 2016</th>
<th>EARLY ENROLLMENT</th>
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<tbody>
<tr>
<td>JUNE 6-10, 2016</td>
<td>REGULAR ENROLLMENT</td>
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<tr>
<td>June 6, 2016</td>
<td>School of Engineering</td>
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<td>June 7, 2016</td>
<td>School of Engineering &amp; School of Tourism and Hospitality Management</td>
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<tr>
<td>June 8, 2016</td>
<td>School of Business Management &amp; Accountancy &amp; School of Nursing</td>
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<tr>
<td>June 9, 2016</td>
<td>School of Computer Studies and Technology &amp; School of Education Arts and Sciences</td>
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<tr>
<td>June 10, 2016</td>
<td>ALL PROGRAMS</td>
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<tr>
<td>June 13, 2016</td>
<td>Start of First Semester Classes and Opening of GE courses to all schools</td>
</tr>
<tr>
<td>JUNE 13-27, 2016</td>
<td>LATE ENROLLMENT</td>
</tr>
<tr>
<td>June 17, 2016</td>
<td>Last day for dissolving of petitioned, special and regular classes/sections</td>
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<td></td>
<td>Last day of filing and approving of petitioned classes</td>
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<td>June 27, 2016</td>
<td>Last day of:</td>
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<td></td>
<td>Adjustment of course load</td>
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<td></td>
<td>Dropping of course/s with refund</td>
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<td></td>
<td>Enrollment and payment fees</td>
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<td></td>
<td>Filing of student discount form</td>
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GENERAL PRELIMINARY PROCEDURES:

1. **APPLICATION FOR DISCOUNTS.** Enrollees who are going to avail of discounts or are applying for scholarship may secure the Student Discount Form (SDF) at the Admissions and Scholarships Office or the Personnel Discount Form (PDF) at the Human Resource Department (HRD). The form must be duly accomplished and endorsed by the SFA Officer or HRD Director before the enrollees may proceed to enrollment proper. Submission of duly accomplished discount form to the Accounting Department is until June 27, 2016.

2. **UNLOCKING OF ENROLLMENT ACCOUNT.** Check the list of students (posted near ITCC path walk) whose enrollment account has been locked due to deficiency/ies with the different offices or departments. Students need to settle their accountabilities with the concerned office/s in order to re-gain access in the enrollment system.

3. **COURSE LOAD AND SCHEDULE.** Enrollees are advised to prepare their course loads and schedule in advance before proceeding to the ITCC to access their account. The course offerings and schedules are posted at the lobby of the St. Lorenzo Ruiz Building, at the https://www.facebook.com/Letran-Calamba-Registrars-Department, and at the Letran website: letran-calamba.edu.ph.
SPECIFIC PRELIMINARY PROCEDURES:

1. REGULAR STUDENTS
   a. Proceed to enrollment proper.

2. SHIFTEES
   a. Present school I.D. to the College Records Office to secure payment slip
   b. Present payment slip at the Cashier’s Office and pay the necessary fee
   c. Present the Official Receipt to the College Records Office to secure the Shifting Form
   d. Present the filled out Shifting Form at the College Records Office for academic evaluation
   e. Have the form approved by the proper authorities
   f. Distribute the approved forms to the concerned offices
      - College Records Office – for unlocking of account
      - Dean – for documentation
      - MIS – for ID picture taking
   g. Proceed to enrollment proper

3. RETURNEES:
   With Approved Leave of Absence (LOA)
   a. Present school I.D. and approved Leave of Absence (LOA) Form to the Admissions & Scholarships Office and secure returnee’s admission slip
   b. Present returnee’s admission slip to the College Records Office for academic evaluation and activation of account
   c. Proceed to enrollment proper

   Without Approved Leave of Absence
   a. Present school I.D. to the Admissions & Scholarships Office to secure payment slip
   b. Present payment slip at the Cashier’s Office and pay the necessary fee
   c. Go back to the Admissions & Scholarships Office and present the Official Receipt to claim the returnee’s admission slip
   d. Present returnee’s admission slip to the College Records Office for academic evaluation and activation of enrollment account
   e. Proceed to enrollment proper

4. STUDENTS WITH MORE THAN 20% UNITS OF FAILURE OR FAILED HALF OF THEIR LOAD
   a. Go to the Dean and present the latest compcard. If given consideration, enrollment account will be unlocked
   b. Proceed to enrollment proper

5. WITH BACK ACCOUNT:
   a. Proceed to the Cashier’s Office and present the school ID for payment of back account and unlocking of enrollment account
   a. Proceed to enrollment proper

6. WITH DEFICIENCY/IES IN THE DIFFERENT OFFICES/DEPARTMENT
   a. Report to the concerned office/s or department/s to clear deficiency/ies and for unlocking of enrollment account
   b. Proceed to enrollment proper

7. TRANSFERREES
   a. Proceed to the Admissions & Scholarships Office for inquiry and processing of application
   b. Take the Letran College Admission Test (LCAT) on the date scheduled by the Guidance Office
   b. If passed, submit the enrollment requirements to the Admissions & Scholarships Office
   c. Proceed to the College Records Office for academic evaluation
   d. Go back to the Admissions & Scholarships Office to secure your enrollment slip
   e. Proceed to enrollment proper
8. CROSS ENROLLEES.
   a. Proceed to the Admissions & Scholarships Office for inquiry and processing of application
   b. Present payment slip at the Cashier’s Office and pay the admission fee
   c. Present official receipt (O.R.) and submit the enrollment requirements to the Admissions & Scholarships Office
   d. Go to the College Records Office and present enrollment slip and cross enrollment permit for processing of enrollment
   e. Proceed to the Cashier’s Office for payment of fees

ENROLLMENT PROPER

1. Proceed to the ITCC (St. Thomas Aquinas) Building and secure an enrollment number from the enrollment facilitator stationed at the ITCC main gate entrance.

2. Present enrollment number upon entry to Room A101 (ITCC Building).

   NOTE: For those who have forgotten their password, kindly approach the enrollment facilitator for resetting of password. The password shall be used to access the Network Faculty Evaluation System (NETFES), Student Information System (SIS), Program Evaluation, and other school systems. Students are responsible in ensuring the secrecy of their password. You are to keep your password ONLY to yourself.

   The Offices of the Registrar and the Management Information System (MIS) will not, in any way, be held liable should the password be publicly disclosed due to negligence. For security purposes, it is advised that password be changed regularly.

3. Proceed to the designated computer terminal and access the College Enrollment System. Facilitators will be around for assistance.

4. Once course load and schedule has been finalized, the enrollment number shall be returned to the facilitator to secure the enrollment pass. THE ENROLLMENT PASS IS VALID FOR ONE DAY ONLY.

5. Proceed to the designated waiting area in front of the Accounting Department and submit enrollment pass together with the discount form (if applicable) to the Accounting staff/facilitator and wait for the release of the Official Enrollment Form (OEF).

6. Proceed to the Cashier’s Office, pay the bill and have the OEF validated.

OPTION FOR OFF-SITE PAYMENT OF TUITION FEES

1. If payment will be made at the bank/remittance center, kindly deposit it to the account name of COLEGIO DE SAN JUAN DE LETRAN CALAMBA in the following banks/center with its corresponding account number:

   A. Over-the-Counter:
      1. RCBC Calamba Branch : Account No. 1-352-55100-3
      2. PNB Bucal, Calamba Branch : Account No. 445095-9000-31
      4. Eastwest Calamba Branch : Account No. 003501182221
      5. BDO Canlubang i-Mall Branch : Account No. 007710086613
      6. Union Bank : Account No. 101070073230
      7. Landbank Calamba Branch : Account No. 0541-1338-28

   B. Online/Bills Payment:
      1. Bank of the Philippine Islands

   C. Remittance Center:
      1. Cebuana Lhuillier - All branches nationwide
NOTE: For **CHECK PAYMENT**, please see Ms. Rosie Palomeno at the Management Accounting & Finance Services Department (MAFSD) for endorsement prior to bank payment.

2. Have the deposit/remittance slip emailed or faxed to:

   MS. ROSARIO M. PALOMENO  
   Email Add: rpalomeno2001@yahoo.com or mafs@letran-calamba.edu.ph

Do not forget to write the student's name and student number in the deposit/remittance slip and have the Official Enrollment Form (OEF) validated by the Cashier within 3 working days after the first access date in the College Enrollment System.

**SIMULTANEOUS ENROLLMENT OF COURSES / REQUEST FOR OVERLOAD BEYOND SYSTEM DEFINED UNITS**

1. Download the Request for Adjustment in Student Load Form (e-AR:09-00-FO-06 rev.01 041713) from the Letran website: letran-calamba.edu.ph or secure a copy of the form from the Registrar’s Staff at Room A101 or at the College Records Office and properly fill it out.

2. Have your request approved by the Dean or Program Chair/Co-chair. Program Chairs/Co-Chairs are stationed at Room A103 at the ITCC Building.

3. Present the approved form to the Records Evaluator/Enrollment Facilitator or Encoder at Room A103 for your load to be added.

4. Proceed to designated waiting area in front of the Accounting Department, submit your enrollment pass to the Accounting staff/facilitator, and wait for the release of your Official Enrollment Form (AR:09-03-FO-01) or go back to Room A101 to continue your enrollment.

**REMINDERS:**

1. Only 800 enrollment passes will be issued per day.

2. Cut-off time will be observed in the morning. Enrollees will no longer be allowed to enter the Enrollment Rooms at 11:30 AM. Processing will resume at 1:00 PM.

3. Enrollees who will miss their turn based on the number issued to them will be accommodated after the last number has been served.

4. Enrollees are only given three (3) working days after their access date to finalize and pay the enrollment fees. Otherwise, course reservations shall be forfeited. The first access date shall be the basis in counting the three-day reservation period.

5. Printing of assessment and adjustment forms or OEFs shall be done at the Accounting Office upon presentation of enrollment pass to the Accounting staff/facilitator.

6. Dissolved courses must be officially dropped through the use of the system. Otherwise, the enrollee will not be entitled to a refund.

7. Approved petitioned class/es and dissolved class/es must be posted by the concerned school at the enrollment board placed near the St. Thomas Aquinas Building (ITCC) pathwalk.

8. Request for re-assessment and re-printing of OEFs shall be accommodated only at the Accounting Department upon presentation of O.R.
9. Course load and/or schedule can no longer be changed once it has been finalized. To regain access, enrollee must observe the following procedures:
   - Proceed to the Cashier’s Office, pay P50.00 and enrollee’s account will be unlocked.
   - Go back to the ITCC to regain account access.

10. Changes in the course offerings and schedules initiated by the Dean’s Office must be processed through the use of Dean’s Module to avoid processing fee of P50.00.

11. ALL COURSES IN ALL PROGRAMS AND LEVELS WILL BE OPENED ON JUNE 13, 2016 FOR INTER-SCHOOL / PROGRAM ENROLLMENT.

### DEADLINE FOR PAYMENT OF FEES

<table>
<thead>
<tr>
<th>Enrollment Dates</th>
<th>Deadlines for Course Reservation and Payment of Fees</th>
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<tbody>
<tr>
<td>Early Enrollment</td>
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<tr>
<td>May 2 – 25, 2016</td>
<td>on or before May 25, 2016</td>
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<tr>
<td>Regular Enrollment</td>
<td></td>
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<tr>
<td>June 6, 2016</td>
<td>June 9, 2016</td>
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<td>June 7, 2016</td>
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<td>June 9, 2016</td>
<td>June 14, 2016</td>
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<tr>
<td>June 10, 2016</td>
<td>June 15, 2016</td>
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<td>Late Enrollment</td>
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<td>June 13 - 27, 2016</td>
<td>Within the day</td>
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Last Day of Adjustment of Courses – June 27, 2016

Last day for dropping of courses with refund:
- 90% refundable – June 17, 2016
- 80% refundable – June 27, 2016

- For those who will not be able to pay on the set deadline, the following guidelines must be observed:
  1. Pay the processing fee of P50.00 at the Cashier’s Office to regain account access.
  2. Proceed to enrollment proper.