



**Colegio de San Juan de Letran Calamba**

A Culture of Conscience, Discipline, and Excellence

# **COLLEGIATE SCHOOLS ENROLLMENT SCHEDULE OLD/CONTINUING STUDENTS**

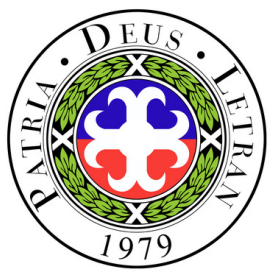
**1<sup>ST</sup> SEMESTER, AY 2025-2026**

**AUGUST 19-20, 22, and  
26-27, 2025**

**8:30 AM - 5:00 PM  
ST. THOMAS AQUINAS BUILDING (STA)  
A103 AND 104**



**Registrar's Department**



# Colegio de San Juan de Letran Calamba

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## ENROLLMENT SCHEDULE 1<sup>ST</sup> SEMESTER, AY 2025-2026

**Aug. 19** **SEA** (All programs)  
STHM (All programs)

**Aug. 20** **SCST**, **SEAS**, **SN**, and  
**SBMA**

**Aug. 22** **ALL PROGRAMS**

**Aug. 26** **ALL PROGRAMS**

**Aug. 27** Last day of regular enrollment,  
payment of fees and processing of  
petitioned class

**Aug. 28** Deletion course reservation processed  
from August 19 to August 27 and  
Distribution of Tentative Class List

**Aug. 28** **START OF FIRST SEMESTER  
CLASSES**

**Aug. 28 - Sept. 10 - LATE ENROLLMENT**

Registrar's Department





## GENERAL PRELIMINARY PROCEDURES

01

### APPLICATION FOR DISCOUNTS

Completed application for discount must be signed by the concerned department head/s before enrollees can proceed with the enrollment.

Type of Discount	Discount Form	Who may avail?	Required document to be attached to the discount form
<b>Alumni Discount</b>	STUDENT DISCOUNT FORM can be obtained from the <i>Admissions and Marketing Unit</i> .  <i>Note: only one discount can be availed</i>	Children of alumni who are enrolling for the first time	a. Photocopy of parent's alumni card or any of the following: <ul style="list-style-type: none"><li>· Diploma;</li><li>· TOR; or</li><li>· Certification of graduation</li></ul>
<b>Pag Ibig Discount</b>		First time enrollees whose parents have Pag-Ibig Loyalty Card	a. Photocopy of parent's Pag-Ibig Loyalty Card
<b>Sibling Discount</b>		Enrollees with sibling/s enrolled in Letran (College or Graduate School)	None
<b>Personnel Discount</b>	PERSONNEL DISCOUNT FORM can be obtained from the Human Resource Department.	Children of Letran personnel	None

02

### UNBLOCKING OF ENROLLMENT ACCOUNT

Enrollees are advised to check their knightmail account. The concerned department will email the student about their deficiencies before the start of 1<sup>st</sup> semester enrollment. Students must resolve their deficiencies with the relevant office to regain access to the enrollment system.

#### CONTACT US



(049) 545-5453 local 2052



registrar@letran-calamba.edu.ph



LetranCalamba Registrar's Department

## Registrar's Department







## GENERAL PRELIMINARY PROCEDURES

### 03 COURSE LOAD AND SCHEDULE

Enrollees are instructed to prepare their course loads and schedule (list of courses for enlistment) in advance before proceeding to the STA building to access their LSS account for enrollment. The course offerings and schedules are available online at the Letran Calamba website: [letran-calamba.edu.ph](http://letran-calamba.edu.ph). and Registrar's Department Fan Page (<https://www.facebook.com/Letran-Calamba-Registrars-Department>).

Download template for course load and schedule: <https://www.letran-calamba.edu.ph/media/uploads/2024/02/27/template-for-course-load-and-schedule.pdf>

## SPECIFIC PRELIMINARY PROCEDURES

### 01 Students with more than 20% units of failure or failed half of their load

- Go to the Academic Head/Dean for academic advising. If given consideration, enrollment account will be unblocked.
- Proceed to enrollment proper.




### 02 With Back Account

- Go to the Cashier's Office for payment of back account.
- Proceed to enrollment proper.

### 03 With deficiency/ies in the different offices/department

- Report to the concerned office/s or department/s for clearing of deficiency/ies and for unlocking of enrollment account.
- Proceed to enrollment proper.

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-  LetranCalamba Registrar's Department

**Registrar's Department**







## 5 STEPS

## ENROLLMENT PROCEDURES A. OLD/CONTINUING STUDENTS



### 01

#### PROCEED TO A103 & A104

Present school ID, prepared course loads, and schedule (list of courses for enlistment) to the enrollment facilitator to secure endorsement for the printing of the OEF and Enrollment Evaluation Form.



### 03

#### COURSE ENLISTMENT

Check and review the encoded courses based on your program curriculum. Select your preferred mode of payment and click finalize.



### 05

#### PAYMENT OF ENROLLMENT FEES AND VALIDATION

Review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, proceed to the Cashier's Office for payment of fees and validation of enrollment and submit the accomplished Enrollment Evaluation Form

### 02

#### LOG IN TO THE COLLEGE ENROLLMENT SYSTEM



Proceed to any of the designated computer terminals and access the College Enrollment System. Facilitators will be there to assist you. Note: For those who forgot their password, kindly approach the enrollment facilitator to have your password reset.

### 04

#### RELEASED OF OFFICIAL ENROLLMENT FORM (OEF)



Go to the Accounting Services Department. Submit your endorsement for printing of OEF and discount form (if applicable) to the accounting staff and wait for your Official Enrollment Form (OEF) to be released.

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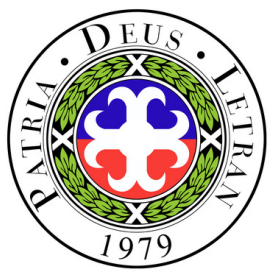
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LetranCalamba Registrar's Department

## Registrar's Department





## 6 STEPS

## ENROLLMENT PROCEDURES B. for SHIFTERS



### 01

#### ACADEMIC EVALUATION

Proceed to the Registrar's Department College Records Unit and inform the College Records Evaluator on the intention to shift to another program.

### 03

#### PROCESSING COURSE ENLISTMENT

Return to the Collegiate Records Unit and submit the approved form for unlocking of account, processing of course enlistment/enrollment, and issuance of endorsement for printing of Official Enrollment Form (OEF) and Enrollment Evaluation Form.



### 05

#### PAYMENT OF ENROLLMENT FEES AND VALIDATION

Review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, proceed to the Cashier's Office for payment of fees and validation of enrollment and submit the accomplished Enrollment Evaluation Form.

### 02

#### PROCESSING OF THE REQUEST FOR SHIFTING OF PROGRAM

##### •For Non-board programs

a) Go to the Academic Dean, present the Request for Shifting of Program Form for approval.

##### •For Board Programs

a) Proceed to the Guidance Office for Aptitude Test

b) Go to the Academic Dean, present the Request for Shifting of Program Form and aptitude test results for approval.

### 04

#### RELEASED OF OFFICIAL ENROLLMENT FORM (OEF)



Go to the Accounting Services Department. Submit your endorsement for printing of OEF and discount form (if applicable) to the accounting staff and wait for your Official Enrollment Form (OEF) to be released.

### 06

#### PROCESSING OF SCHOOL ID



If the enrollee's new program is under a different school, proceed to the Information Technology Department and present your validated OEF for processing of new school ID.

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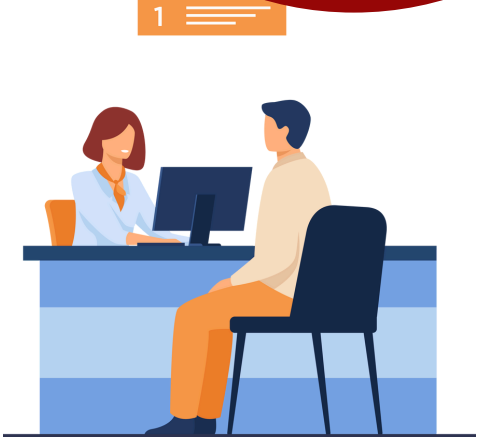






## 3 STEPS

## ENROLLMENT PROCEDURES C. for RETURNEES



### 01

#### EVALUATION AND COURSE ENLISTMENT

Proceed to the Registrar's Department College Records Unit and see your Records Evaluator for academic evaluation, checking of back account, activation of enrollment account, change of enrollment status, enrollment, and issuance of an endorsement for the printing of OEF and Enrollment Evaluation Form.



### 03

#### PAYMENT OF ENROLLMENT FEES AND VALIDATION

Review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, proceed to the Cashier's Office for payment of fees and validation of enrollment and submit the accomplished Enrollment Evaluation Form.

### 02

#### RELEASED OF OFFICIAL ENROLLMENT FORM (OEF)



Go to the Accounting Services Department. Submit your endorsement for printing of OEF and discount form (if applicable) to the accounting staff and wait for your Official Enrollment Form (OEF) to be released.

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LetranCalamba Registrar's Department

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## 5 STEPS

## ENROLLMENT PROCEDURES D. for TRANSFEREES and CROSS ENROLLEES



### 01

#### PROCEED TO THE ADMISSIONS AND MARKETING UNIT

Present school ID, prepared course loads, and schedule (list of courses for enlistment) to the enrollment facilitator to secure endorsement for the printing of the OEF and Enrollment Evaluation Form.

### 03

#### RELEASED OF OFFICIAL ENROLLMENT FORM (OEF)



Go to the Accounting Services Department. Submit your endorsement for printing of OEF and discount form (if applicable) to the accounting staff and wait for your Official Enrollment Form (OEF) to be released.

### 05

#### PROCESSING OF SCHOOL ID



Go to the Information Technology Department and present your validated OEF for school ID processing.

### 02

#### COURSE ENLISTMENT



Go to the Registrar's Department Collegiate Records Unit for submission of enrollment requirements and processing of academic evaluation and enrollment.

### 04

#### PAYMENT OF ENROLLMENT FEES AND VALIDATION



Review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, proceed to the Cashier's Office for payment of fees and validation of enrollment and submit the accomplished Enrollment Evaluation Form.

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## OPTION FOR ONLINE BANK PAYMENT

### 01



Pay the amount via accredited banks and payment centers of the Colegio and upload the proof of payment to google form <https://bit.ly/paymentvalidation2021> for verification and enrollment validation.


Please complete the Google forms and select **ENROLLMENT PAYMENT** as the payment type.


Validation of enrollment for online payment is within two (2) working days upon receipt of proof of payment.


### 02


Upon enrollment validation, the Cashier will send a notice of official enrollment to the enrollee's knightmail account, and the ITD will upload the enrolled course in the LMS.





**PAYMENT OPTIONS**  
Account Name:  
**COLEGIO DE SAN JUAN DE LETRAN CALAMBA, INC.**



**245610-0137-43**  
PHILIPPINE NATIONAL BANK(PNB)  
Bucal Branch

**007710086613**  
BANCO DE ORO(BDO)  
Canlubang i-Mall Branch


**10-107-007323-0**  
UNION BANK  
Calamba Branch



**0923-3236-19**  
BANK OF THE PHILIPPINE ISLANDS(BPI)  
Calamba Real Branch (*Online Banking Only*)

**PAYMENT OPTIONS**  
Account Name:  
**COLEGIO DE SAN JUAN DE LETRAN CALAMBA, INC.**






Gcash Message: Type the ID No. and Name



**PAYMENT VALIDATION**  
Kindly upload the deposit slip/s and/or bank transactions receipt/s with complete details (*Bank, Bank Account Number, Transaction Date, Amount Deposited/Transferred and Confirmation/Reference Number*) to this link /QR code  
<https://bit.ly/paymentvalidation2021>  


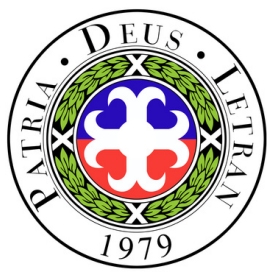
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## ENROLLMENT REMINDERS

01

Cut-off time will be observed in the morning. Enrollees will no longer be allowed to enter rooms A103 and A104 at 11:30 AM. Processing will resume at 1:30 PM.

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02

During regular enrollment, enrollees are only given until **August 27, 2025**, to finalize and pay the enrollment fees. Otherwise, course reservations shall be forfeited and enrollees will have to re-encode their course load and schedule.

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03

Printing of assessment and adjustment forms or OEFs shall be done at the Accounting Services Department upon presentation of Endorsement for Printing of OEF to the Accounting staff/facilitator.

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04

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

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05

Do not forget to review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, proceed to the Cashier's Office for payment of fees and validation of enrollment and submit the accomplished Enrollment Evaluation Form.

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06

Requests for re-assessment and/or re-printing of OEFs shall be accommodated only by the Accounting Services Department upon presentation of S.I.

- a. Secure a payment slip by the Accounting Services Department.
- b. Proceed to the Cashier's Office and pay P50.00.
- c. Present S.I. at the Accounting Services Department for re-assessment and/ or re-print of OEF.

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07

Once the course load and/or schedule has been finalized, it can no longer be changed. To regain access, the enrollee must observe the following procedures:

- a. Secure a payment slip at the Accounting Services Department.
- b. Proceed to the Cashier's Office and pay P50.00
- c. Present S.I. at the Accounting Services Department for unposting.
- d. Go back to the encoding area (STA A103 and A104) and access the enrollment account.

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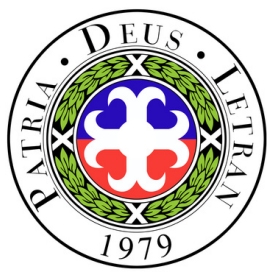


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## ENROLLMENT REMINDERS

08

### Request for Student Load Adjustment

1. Download the Request for Student Load Adjustment Form from the Letran Calamba website: [letrencalamba.edu.ph](https://www.lettran-calamba.edu.ph) and complete it correctly.

([https://www.lettran-calamba.edu.ph/media/uploads/2024/02/27/33-00-02-fo-06\\_rev02-02222023-request-for-student-load-adjustment.pdf](https://www.lettran-calamba.edu.ph/media/uploads/2024/02/27/33-00-02-fo-06_rev02-02222023-request-for-student-load-adjustment.pdf))

2. Present the completed form to the college records officer stationed in room A103 for approval and encoding.

3. Go back to the encoding area to continue and finalize enrollment.

09

### Deadline for Course Reservation and Payment of Fees

Enrollment Dates	Deadlines for Course Reservation and Payment of Fees
<b>Regular Enrollment</b> <b>August 19-20, 22, 26-27, 2025</b>	<b>August 27, 2025</b>
<b>Late Enrollment</b>  <b>*August 28 – September 10, 2025</b> Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation and quicker enrollment in the LMS  <i>*except Saturday, Sunday, and Holiday</i>	
<b>Last day for dropping of courses with tuition fee refund:</b> 75% refundable – September 3, 2025 50% refundable – September 10, 2025	

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