Greetings!
This will help those who will be enrolling and be using for the first time the Student Information System Online Enrollment (SIS – OE) beginning First Semester, School Year 2011-2012 and onwards.

Office of the Registrar (OUR)
Information and Communications Technology Center (ICTC)
Office of the Vice Chancellor for Academics and Research (OVCAR)
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INTRODUCTION

De La Salle University-Dasmariñas assigns first year students to their respective colleges in block sections. Hence, there is a need to have a pre-registration before the actual enrollment procedure.

The Online Enrollment Link found in the student portal shall only be activated during the scheduled pre-registration and registration (enrollment) period.
PROCEDURES IN USING ONLINE ENROLLMENT

A. Logging In

1. Go to the DLSU-D website (www.dlsud.edu.ph)

2. Click the link: my.DLSUD Portal
This Portal homepage then appears:

2. Click the button: **STUDENTS PORTAL**
3. You are now on the **LOG-IN PAGE**. Enter your valid portal account (username and passcode). For first time users, click the link: **activate your portal account**

4. Follow the steps in creating a portal account. When the line “ACCOUNT CREATED SUCCESSFULLY” appears, click the button **“Proceed to Online Enrollment”**

You will then be redirected to the **LOG-IN-PAGE**. Enter your username and password.

- **In case you forgot your passcode**, you should answer the secret question and indicate your student ID. A new password will be asked. Enter the new passcode and click the **SUBMIT** button. A confirmation message will appear once the new password is accepted. Click **“Proceed to Online Advising”** to continue.
- **If you forgot the answer to your secret question**, proceed to the Information and Communications Technology Center (ICTC) to re-activate portal
Even if the LOG-IN PAGE appears, you could not proceed to the Online Enrollment (OnE) page if there is any unsettled account from certain offices (Accounting, SWAFO, etc). The list of accountabilities will appear. You are advised to settle all your accounts before the OnE page could be accessed.

6. You are now in your own my.DLSUD Portal. Click the OnE button.

7. The OnE SIGN IN page appears. Sign in using your Student ID# and passcode.
B. **Pre-registration**

The **OnE link** is activated only on the designated date for pre-registration,

1. Click the **Pre-registration** button to see the list of subjects with class schedule assigned to you for the next semester.

- *The subjects in your portal are based on your curriculum.*
- *There is a color scheme for the Cancelled (GRAY), Available (WHITE) and Closed (RED) subjects.*
2. Click **RESERVE button** to be assured of a slot for each subject, after which this line will appear “**Pre-registration Completed**”.

3. View your pre-registered subjects by clicking the link “**View PreReg subjects**”.

4. You can check whether there are conflicts in your class schedule. Just click the **Plot Schedule** link.

5. There is also a list of **Suggested Subjects** which can be seen below the pre-registered subjects.

- **The projected assessment is only an estimation of the fees that should be paid during enrollment.**
C. **Registration**

The **OnE link** is again activated a day before the enrollment schedule.

1. Click the **Registration** button.
2. For regular students, the pre-registered subjects will appear on the screen.
   - Click the **Register** button.
   - Print **Confirmation Slip**.
   - Bring the Confirmation Slip to the enrollment venue on your enrollment schedule.
   - Pay fees or submit proof of payment together with your **Certificate of Registration (COR)** at the DLSU-D Cashier.
   - Go to the Office of Registrar for ID/enrollment validation.
For irregular students, the pre-registered subjects will appear on the screen.

- Click the **Add Subject** button to add subject/s.
- View assessment by clicking the **View/Refresh Assessment** link.
- Click the **Register** button to finalize the registration process.
- Print **Confirmation Slip**.
- Bring the Confirmation Slip to the enrollment venue on your enrollment schedule.
- Pay fees or submit proof of payment together with your **Certificate of Registration (COR)** at the DLSU-D Cashier.
- Go to the Office of Registrar for ID/enrollment validation.

**D. Modes of Payment**

You can pay your fees through any of the following:

- DLSU-D Cashier Counters 12-16.
- BPI Checking Account No. 0961-0046-59
- Security Bank Checking Account No. 0812-028500-001
- Asia United Bank
- SM Dasmarinas Bills payment
  - Customer Service
  - Business Service Center
  - Supermarket
  - Savemore (Kadiwa, Mendez, Salitran)
Payment of fees made through bank or SM Bills Payment is posted one banking day after payment date. Once the payment has been posted, the date and time will appear on the list of enrolled subjects together with the number of transaction. The New Transaction link then becomes available.

E. New Transaction
You can change or add subjects in this link. You are allowed up to three transactions only.

F. Other Links in the Online Enrollment Homepage
Profile - This link contains:
• Personal Information - address, course, type of student, etc.
• Program History - indicates whether you have shifted course or is transferred from another school
• Admission Data - shows the document/s submitted upon admission to DLSU-D.

If there are discrepancies in or questions about the information in this link, proceed to the Office of the Registrar Counter 6.

Curriculum - This link shows the assigned curriculum and flowchart you follow. The flowchart is color coded for easy reference. If you have doubt on the curriculum posted, consult your class adviser.

Transcript - This link shows the unofficial and partial report of your grades. If you believe there are discrepancies in the grades displayed, consult the concerned faculty.
Frequently Asked Questions (FAQ)
Q: **Why is there a need to pre-register?**

A: Pre-registration gives the students opportunity for an easier and faster enrollment since they have reserved subject slots.

Q: **Why do I need to reserve slots?**

A: During enrollment, subjects reach the maximum number of students per class fast. The schedule you desire may be closed by the time you enroll if you did not reserve slots during pre-registration.

Q: **What is a regular student?**

A: A student who has the total number of units enrolled as prescribed in your curriculum.
Q: **How do I shift to another course?**

A: 1. Secure and fill out the Shifting Form at Counter 1.
2. Obtain your Grade Point Average (GPA) from the Records Evaluator assigned to your course.
3. Go to your present dean/associate dean who will signify that you are allowed to shift.
4. Proceed to the associate dean of the college where you are shifting to for the evaluation of records and availability of slots. The dean will sign the shifting form upon the recommendation of the associate dean.
5. Go back to Counter 1 for the Advising Form.

Q: **When can I shift to another course?**

A: Freshmen are allowed to shift by the end of the second semester.
Q: If I have doubts with my curriculum, where do I go?

A: Assigned class adviser.

Q: One of my pre-registered subjects is gone, what happened to it?

A: You might have failed the pre-requisite subject you have taken the previous semester or the faculty has not submitted your grade yet. Check your flowchart.
Office of the Registrar
Transaction Counters
REQUEST/ISSUANCE OF DOCUMENTS such as
• Transcript of Records
• Diploma
• Certificate of Transfer Credential
• Certified True Copy of Documents
• Course Description
• Certification of Enrollment, GPA, Graduation, Grades
• Medium of Instruction
• Number of Units Earned
• BLANK FORMS such as
  √ Advising
  √ Adding and Dropping
  √ Request for Special Exam
  √ Tutorial
  √ Student Clearance
• APPLICATION for Document Certification, Authentication and Verification
RECORDS EVALUATORS for

- Bachelor of Arts in Communication
- Bachelor of Arts in Broadcast Journalism
- Bachelor of Science in Business Administration major in
  - Business Management
  - Business Operations Management
  - Agribusiness Management
  - Economics
  - Entrepreneurial Management
  - Human Resource Development Management
  - Management Accounting
- Bachelor of Science in Accountancy
- Bachelor of Science in Applied Mathematics
- Bachelor of Science in Criminology
- Bachelor of Science in Information Technology
- Bachelor of Science in Office Administration
- Bachelor of Science in Physical Science
- Master of Science in Criminal Justice with specialization in Criminology
- Associate in Office Administration
RECORDS EVALUATORS for

- Bachelor of Science in Business Administration major in Marketing and Advertising Management
- Bachelor of Science in Computer Science
- Bachelor of Science in Hotel and Restaurant Management
- Bachelor of Science in Tourism Management
- Bachelor of Elementary Education
- Bachelor of Physical Education
- Bachelor of Secondary Education
- Certificate in Teaching Program
- Doctor of Education
- Doctor of Philosophy
- Master in Business Administration
- Master of Arts
- Master of Science (except Criminal Justice)
- Associate in Computer Science
RECORDS EVALUATORS for

• Bachelor of Arts in Community Development
• Bachelor of Arts in Development Studies
• Bachelor of Arts in Philosophy
• Bachelor of Arts in Political Science
• Bachelor of Arts in Psychology
• Bachelor of Science in Architecture
• Bachelor of Science in Biology
• Bachelor of Science in Civil Engineering
• Bachelor of Science in Computer Engineering
• Bachelor of Science in Electrical Engineering
• Bachelor of Science in Electronics Engineering
• Bachelor of Science in Sanitary Engineering
• Bachelor of Science in Graphics Design and Multimedia
• Bachelor of Science in Industrial Engineering
• Bachelor of Science in Industrial Technology
• Bachelor of Science in Mechanical Engineering
• Bachelor of Science in Medical Biology
VERIFICATION OF STUDENT CREDENTIALS

- Application for ID Cards (Employees and Students)
- Validation of ID
- Confirmation/Validation of COR
- Form 138
- Form 137A
- Certificate of Transfer Credential
- Transcript of Records
- Birth Certificate
- Marriage Certificate
- Certification of Good Moral Character
- Recommendation Letter
Make suggestions/comments below then submit it to the Office of the Registrar Counter 1, Gregoria Montoya Hall.

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Signature Over Printed Name (OPTIONAL)

(Please use the back portion of this page if necessary.)