SECOND SEMESTER ENROLLMENT SCHEDULE
SY 2019-2020

DEC 21 - JAN 11
SHS ONLINE ENROLLMENT
GRADES 11 & 12
THROUGH SCHOOL PORTAL

JAN 08
START OF CLASSES

JAN 17
DEADLINE OF PAYMENT
LAST DAY OF ENROLLMENT FOR TUTORIAL CLASS

JAN 24
FEB 21
LAST DAY OF DROPPING (W/ REFUND)
LAST DAY OF DROPPING (W/O REFUND)
LOG IN TO YOUR PORTAL ACCOUNT
SENIOR HIGH SCHOOL
SECOND SEMESTER
ENROLLMENT PROCEDURE
FOR GRADES 11 AND 12

STEP
02
CLICK FEATURES, THEN ENROLLMENT
03

STEP

LOG IN TO ONLINE ENROLLMENT ACCOUNT
04 TICK THE BOX “I HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS”. THEN, CLICK ACCEPT
SENIOR HIGH SCHOOL
SECOND SEMESTER
ENROLLMENT PROCEDURE
FOR GRADES 11 AND 12

STEP
05
DEFAULT PAGE UPON LOG-IN
06 UNDER TRANSACTION, CLICK PRE-REGISTRATION
SENIOR HIGH SCHOOL
SECOND SEMESTER
ENROLLMENT PROCEDURE
FOR GRADES 11 AND 12

STEP

07

CLICK RESERVE
STEP 08 CLICK PROCEED TO REGISTRATION
STEP 09 CHOOSE PAYMENT SCHEME, THEN CLICK REGISTER
### STEP 10

AFTER REGISTRATION, PRINT THE CONFIRMATION RECEIPT BY TICKING THE BOX “I HAVE READ AND UNDERSTOOD THE ABOVE REMINDERS”.

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**SENIOR HIGH SCHOOL**

**SECOND SEMESTER ENROLLMENT PROCEDURE**

FOR GRADES 11 AND 12

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**Table: Registered Subjects**

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>From</th>
<th>To</th>
<th>Days</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>SH-SOC11</td>
<td>INTRODUCTION TO PHILOSOPHY OF THE HUMAN PERSON/PANRELIKA SA FILOSOPHY NG TAGO</td>
<td>4.00</td>
<td>0</td>
<td>0</td>
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<td></td>
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<tr>
<td>2019</td>
<td>SH-PHI21</td>
<td>PHYSICAL EDUCATION AND HEALTH III</td>
<td>2.00</td>
<td>0</td>
<td>0</td>
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<td></td>
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<tr>
<td>2020</td>
<td>SH-OAV21</td>
<td>CHRISTIAN VALUES III</td>
<td>2.00</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2021</td>
<td>SH-OAV21</td>
<td>CONTEMPORARY ARTS FROM THE REGIONS</td>
<td>4.00</td>
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<td>0</td>
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<tr>
<td>2022</td>
<td>SH-PHI21</td>
<td>HOMEROPIC</td>
<td>4.00</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2023</td>
<td>SH-KOS21</td>
<td>PRACTICAL RESEARCH 2</td>
<td>4.00</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
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<tr>
<td>2024</td>
<td>SH-ENG21</td>
<td>ENGLISH FOR ACADEMICS AND PROFESSIONAL PURPOSES</td>
<td>4.00</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>2025</td>
<td>SH-PHI21</td>
<td>CHEMISTRY 1</td>
<td>4.00</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2026</td>
<td>SH-SPL12</td>
<td>BASIC CALCULUS</td>
<td>4.00</td>
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<td>0</td>
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<tr>
<td>2027</td>
<td>SH-SPL13</td>
<td>PHYSICS 1</td>
<td>4.00</td>
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</tbody>
</table>

**Information Units:** 0.00

**Non Academic Units:** (0.0)

**Total Units:** 31.00

**Plan Units Allowed:** 31

**Deficit Units:** 0

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**Assessment**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Upon Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>32,798.00</td>
<td>16,699.20</td>
</tr>
<tr>
<td>Misc</td>
<td>420.00</td>
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</tr>
<tr>
<td>Other</td>
<td>1,738.00</td>
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</tr>
</tbody>
</table>

**Total:** 41,356.00

**Fees:** 13,524.40

**Payment Scheme:** INSTALLMENT

**Number of Installments:** 3

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**Reminders**

1. Regular students or those who did not incur any academic deficiency are advised to enroll in block sections.
2. Students are not allowed to remove all their subjects via OnE. Go to the Registrar Office for inquiry.
3. Dropping subject(s)/Refund Period are not covered by OnE. Go to the Registrar Office for inquiry.
4. Failure to enroll on or before the cut-off date means forfeiture of your reserved units.
5. Only graduating students may be given an overload. Go to the Registrar Office for inquiry.

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**I have read and understood the above reminders.**

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**Print Confirmation Receipt**

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**DE LA SALLE UNIVERSITY - DASMARIÑAS**

**SENIOR HIGH SCHOOL**
SENIOR HIGH SCHOOL
SECOND SEMESTER
ENROLLMENT PROCEDURE
FOR GRADES 11 AND 12

STEP 11
PRINT THE CONFIRMATION RECEIPT AND PAY THE REQUIRED UPON ENROLLMENT AMOUNT UNTIL JANUARY 17

STEP 12
PAYMENT CAN BE MADE AT COUNTERS 14, 15, OR 16 OR THROUGH DLSU-D ACCREDITED PAYMENT CENTERS.

NOTE: FOR THOSE WHO WILL PAY THROUGH DLSU-D ACCREDITED PAYMENT CENTERS, SUBMIT THE DEPOSIT SLIP TO COUNTERS 14, 15 OR 16 FOR ISSUANCE OF OFFICIAL RECEIPT

CASHIER’S OFFICE HOURS: MON–FRIDAY : 8:00 – 4:00
SATURDAY : 8:00 – 12:00

PAYMENT MADE THROUGH CASHIER’S OFFICE WILL BE POSTED AFTER 2–3 WORKING DAYS; ACCREDITED PAYMENT CENTERS WILL BE POSTED AFTER 5 WORKING DAYS FOR THE VIEWING AND PRINTING OF CERTIFICATE OF REGISTRATION (COR) ON YOUR PORTAL ACCOUNT. PRESENT YOUR COR ON EVERY SCHOOL TRANSACTIONS.

DE LA SALLE UNIVERSITY - DASMARIÑAS
SENIOR HIGH SCHOOL
SENIOR HIGH SCHOOL
SECOND SEMESTER
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FOR ACADEMIC CONCERNS, CONTACT YOUR CLASS ADVISER
OR TRACK COORDINATORS:
JESSER EULLO – ABM/HUMMS
LIZA BUITIZON – STEM/ICT
NOIMIE MARAAN – CORE

FOR DLSU-D PORTAL AND OTHER TECHNICAL CONCERNS,
CONTACT THE ICTC HELPDESK: (046) 481-1900 LOC 3225

FOR PAYMENT AND TUITION FEE CONCERNS, CONTACT THE
ACCOUNTING OFFICE: (046) 481-1900 LOC 3309

FOR VOUCHER CONCERNS, CONTACT THE
HS ASSISTANT REGISTRAR’S OFFICE: (046) 481-1900 LOC 3405
ACCREDITED DLSU-D PAYMENT CENTERS

Payments can also be made at any of the following payment centers:

- BPI Bills Payment
- Metrobank Bills Payment
- Unionbank Bills Payment
- SM Bills Payment Centers (Cavite Area only)
- Savemore Market (Cavite Area only)

Please use STUDENT ID# as Reference Number and DLSU-Dasmariñas as Merchant Name

*If payment was made at the accredited payment centers, submit the deposit slip at Counter 15 or 16 or email to: tas@dlsud.edu.ph

DE LA SALLE UNIVERSITY - DASMARIÑAS
SENIOR HIGH SCHOOL
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GUIDELINES:
1. Students who failed to take his/her major examinations on its regular schedule are required to take the special major examination (SME).
2. Except for special cases, no other schedule for SME shall be conducted;
3. Students who wished to take the SME shall fill-out the form for SME provided by the HS Registrar’s Office;
4. The filled-out form shall be signed by the Homeroom adviser and the student’s parent/guardian. SME Form will serve as Parent Consent Form (PCF);
5. The SME fee is sixty-pesos per exam (Php 60/exam). The fee shall cover the cost of preparing the SME and the administration of the examination;
6. Exempted in the payment of fees are the following:
   a) Students who participated in events as official representatives of the school
   b) Students who have been absent for long period of time prior to the regular exam schedule due to sickness and were unable to take the regular major exam. A medical certificate shall be presented upon application of SME
   c) Students who are on bereavement due to a death in the family. A photocopy of the death certificate shall be presented upon application of SME
   d) Other special cases to be approved by the Principal/Vice Principal. A letter for this purpose should be submitted to the concerned office
7. All payments for SME shall be made through Accounting Office
8. Attach the receipt and other documents to the SME form. Present the form to the exam proctor.
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7. All payments for SME shall be made through Accounting Office
8. The receipt and other documents (if applicable) shall be attached to the SME form which will be submitted to the exam proctor during exam schedule.