



DE LA SALLE
UNIVERSITY
DASMARIÑAS

GRADUATE STUDIES ONLINE ENROLLMENT



STEP 1

ADMISSIONS PORTAL

Ensure that you have submitted the following admission credentials at Counter 2 of the Registrar's Office. Failure to do so will result in your account being placed on hold, preventing you from proceeding with online enrollment.

1. Proof of Graduation/Degree Earned

- Original Transcript of Records and Certificate of Transfer Credentials (From the school most recently attended)
- Authenticated/Apostilled Official Transcript of Records and Diploma
(For students who attended school outside the Philippines)
- Photocopy of Diploma for the highest degree earned

2. Proof of Citizenship

For Filipino Students

- PSA-issued Birth Certificate
- PSA-issued Marriage Certificate (for married female students)

For Foreign Students

- Authenticated/Apostilled Birth Certificate
- Photocopy of valid passport

3. Others

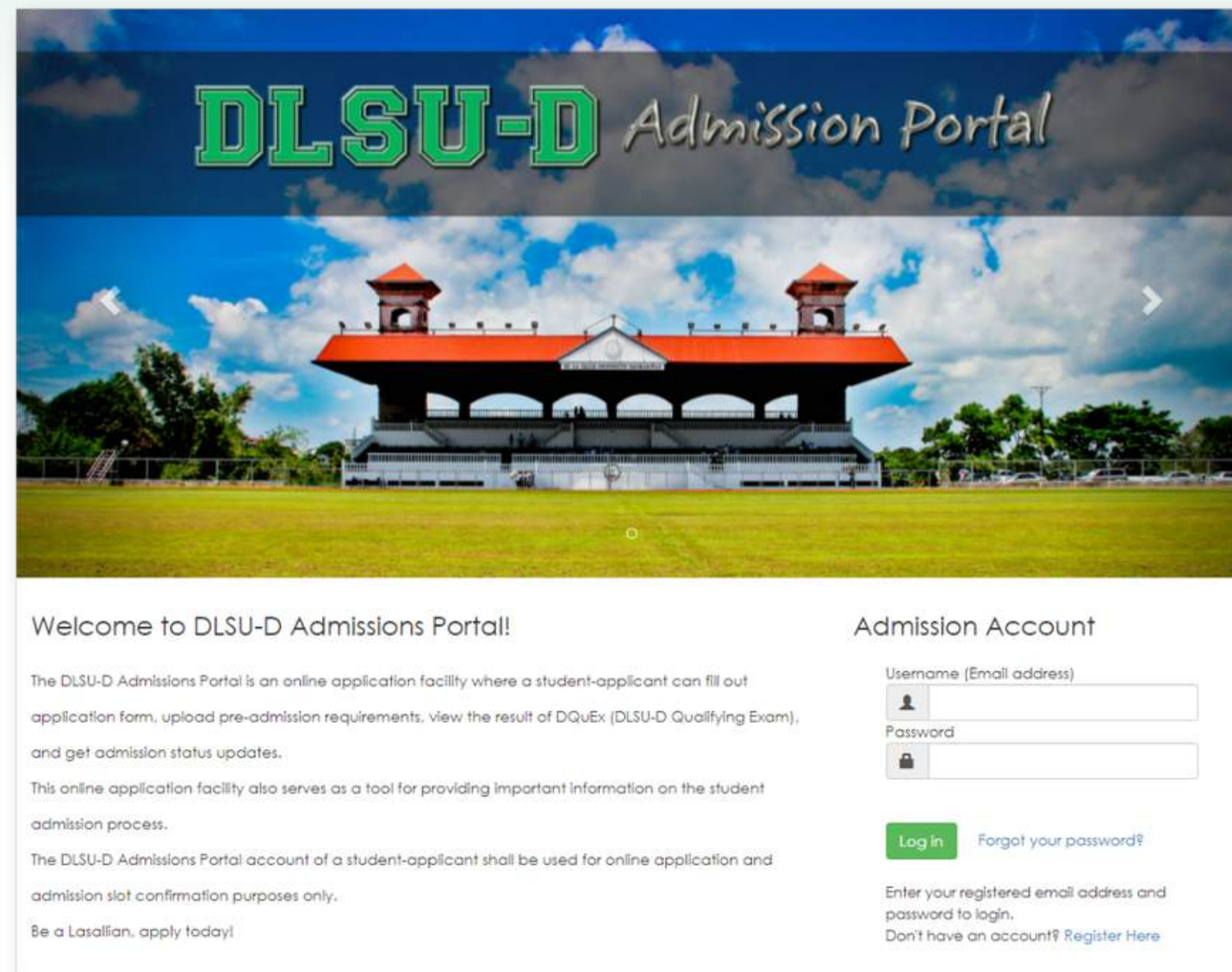
- Recent 2X2 or Passport-sized photo
- Accomplished Statement of Undertaking

Step 1.1

Admissions Portal

- Log in to the DLSU-D Admissions Portal:

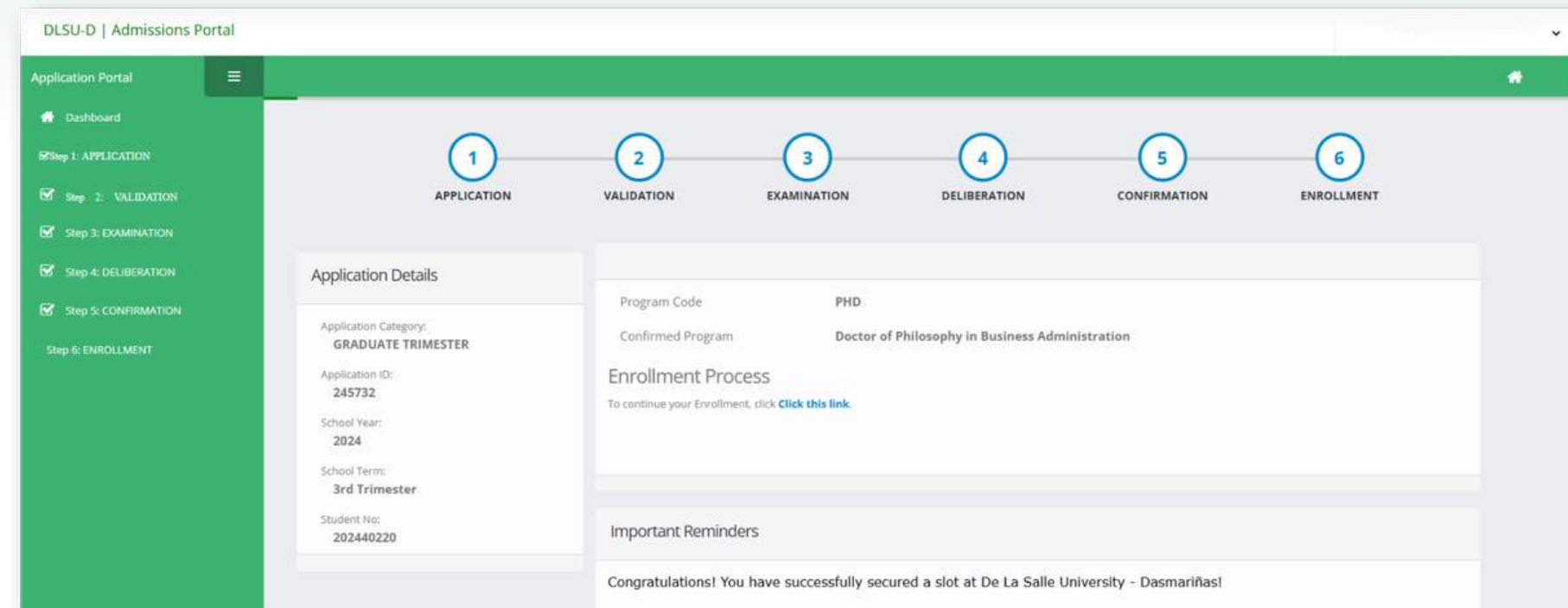
<http://admission.dlsud.edu.ph/admission/login.aspx>



Step 1.2

Admissions Portal

Make sure that your application status is at **STEP 6: ENROLLMENT**.



Step 1.3

Admissions Portal

Click the link [Click here](#) to continue the online enrollment process.

Program Code	PHD
Confirmed Program	Doctor of Philosophy in Business Administration
Enrollment Process	
To continue your Enrollment, Click here .	

STEP 2

REGISTRATION

Register subjects through your **Online Enrollment Account**.



Step 2.1

Registration

Read the Enrollment Terms and Conditions and click **Accept & Continue**.

DLSU-D Enrollment

— BEFORE YOU PROCEED

Enrollment Terms & Conditions

Review the updated enrollment conditions carefully. You must accept these terms before you can proceed with online registration.

Terms of Enrollment

With the new enrollment procedure, the following conditions are added for clarification:

1

Payments will be posted within **five (5) working days** after payment of at least **40% during regular semester** or **50% during trimester and special term**. This also holds for late enrollment. Only students who accomplish this provision will be considered **OFFICIALLY ENROLLED**.

2

Dropping of all subjects will entail sending an e-mail to ntromasoc@dlsud.edu.ph to process dropping.

3

Students will print the **Official Certificate of Registration (COR)** online.

4

Verify with the **Records Section (Office of the Registrar)** whether or not you have submitted complete admission requirements — e.g. Permanent Record (Form 137), PSA Certified Birth Certificates, etc.

5

Please use our **ONLINE INQUIRY FACILITIES** from **8:00 AM to 4:00 PM**: DLSU-Dasmaññas Office of the University Registrar Facebook Page.

☒

I have read and understood the above terms and conditions.

Decline

Accept & Continue

By clicking **Accept & Continue**, you confirm you have read and agree to the terms above.

Copyright © 2026 [De La Salle University – Dasmaññas](#)

Step 2.2

Registration

Click the **Registration** button.

The screenshot displays the DLSU-D Enrollment system interface. On the left is a sidebar with navigation options: Home, Dashboard, Advising, **Registration** (highlighted with a red arrow), Payment, and Web Sync. The main content area shows a progress bar with 'Advising' completed and 'Registration' in progress. Below this, there are sections for 'Instructions' and 'Advised Subjects'.

Instructions:

- 1. Double check the subject(s) you are to take (Advised Subjects).
- 2. To reserve a subject, click the **Reserve** button.
- 3. Finally, click **View Preflag Subjects** to check your reserved subjects.
- 4. Certificate of Registration (COR) -- students shall print COR online.
- 5. Please send your queries through our official Facebook page: [DLSU-Dasmariñas Office of the University Registrar](#). Last day of Pre-registration: **07/01/2020**.

Advised Subjects

Course Code	Seat Code	Course Title
B-BM0004	001	ORGANIZATIONAL BEHAVIOR
B-BM0001	001	INTRODUCTION TO DESCRIPTIVE ANALYTICS
B-BM0002	001	INTERPERSONAL MINDSET
B-BM0003	001	LABOR AND EMPLOYMENT LAW
B-BM0005	001	CHRISTIAN COMMITMENT IN CONTEMPORARY SOCIETY
B-BM0006	001	CHRISTIAN COMMITMENT IN CONTEMPORARY SOCIETY
B-BM0007	001	ETHICS
B-BM0008	001	ART APPRECIATION
B-BM0009	001	PHYSICAL ACTIVITIES TOWARD HEALTH AND FITNESS 1 (P)
B-BM0010	001	BARASARIN HONOL SA KASAYSAYAN NG PUPUNAS

Step 2.3

Registration

- From **Subject/Class Offering**, type the course code (e.g. GREM215) or course title in the search box and click **OK**.
- In the Class ID column, click the **Class ID** of the subject to view the schedule, then click the **Add Subject** button.

Subject / Class Offering

Course code or title:

Class ID	Course Code	Section Code	Course Title	Units	Available Slot
4262	GREM215L	001	TECHNOLOGY IN EDUCATION W/ LAB	3.00	1
4262	GREM215	001	THESES WRITING	5.00	1
4264	OROC208	001	INTRODUCTION TO SPECIAL EDUCATION	3.00	1

[Add Subject](#)

[SCHEDULE PREVIEW](#)

Add Subject

Are you sure you want to add this subject to your current subjects?

Step 2.4

Registration

If the subject has been added successfully, it will appear in **My Current Subjects**.

My Current Subjects

Plot Schedule

SCHEDULE PREVIEW

Class ID	Course Code	Section Code	Course Title	Units	Available Slot
4362	GREM211L	001	TECHNOLOGY IN EDUCATION W/ LAB	3.00	0

Remove Subject

TOTAL UNITS3.00

INTENSIVE UNITS0.00

NON-ACADEMIC0.00

MAX UNITS9.00

DEAD UNITS0.00

Subject / Class Offering

Course code or title...

Class ID	Course Code	Section Code	Course Title	Units	Available Slot
4362	GREM211L	001	TECHNOLOGY IN EDUCATION W/ LAB	3.00	1
4363	GREM215	001	THESIS WRITING	6.00	1
4364	OROC208	001	INTRODUCTION TO SPECIAL EDUCATION	3.00	1

[4362] GREM211L Added successfully.

Add Subject

Step 2.5

Registration

- From My Current Subjects in the Class ID column, click the **Class ID** of the subject you want to drop, then
- Click the **Remove Subject** button to drop the subject.



Class ID	Course Code	Section Code	Course Title	Units	Available Slot
4362	GREM21IL	001	TECHNOLOGY IN EDUCATION W/ LAB	3.00	0
4363	GREM21S	001	THESIS WRITING	6.00	0

[Remove Subject](#)

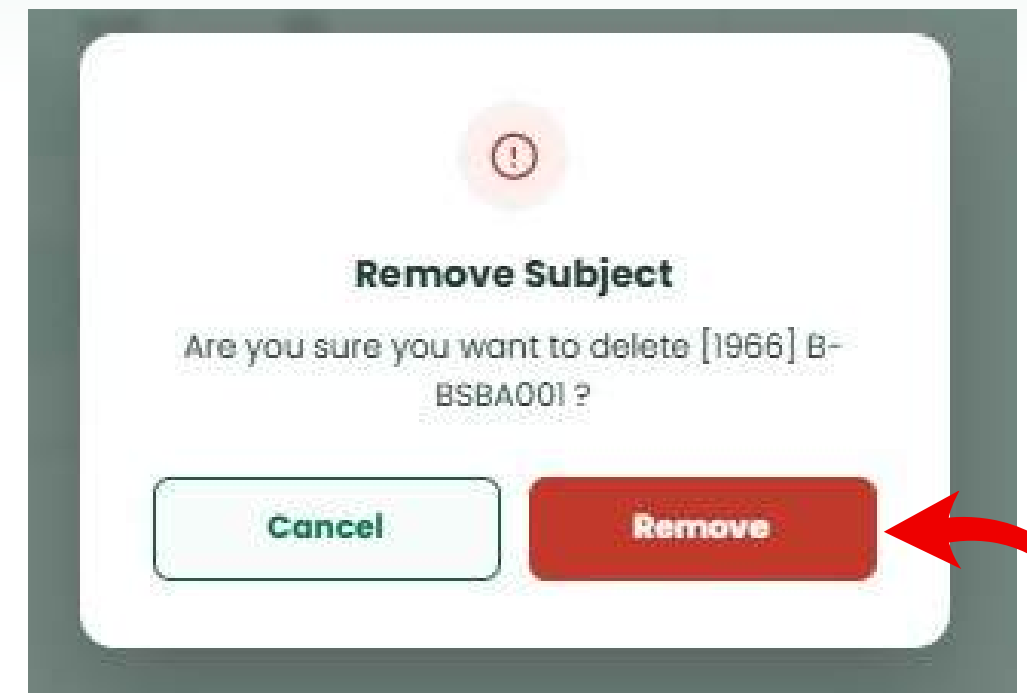
TOTAL UNITS
9.00

INTENSIVE UNITS
0.00

NON-ACADEMIC
0.00

MAX UNITS
9.00

DELOAD UNITS
0.00



Remove Subject

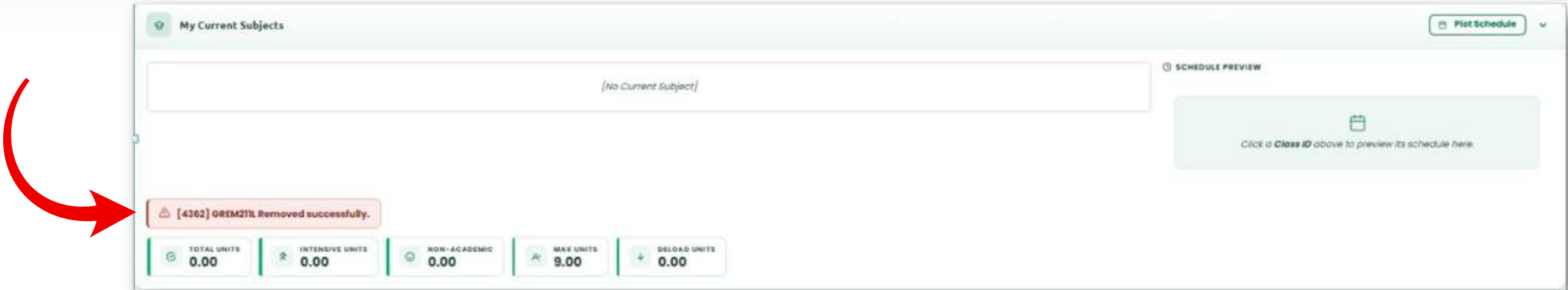
Are you sure you want to delete [1966] B-BSBA001 ?

[Cancel](#) [Remove](#)

Step 2.6

Registration

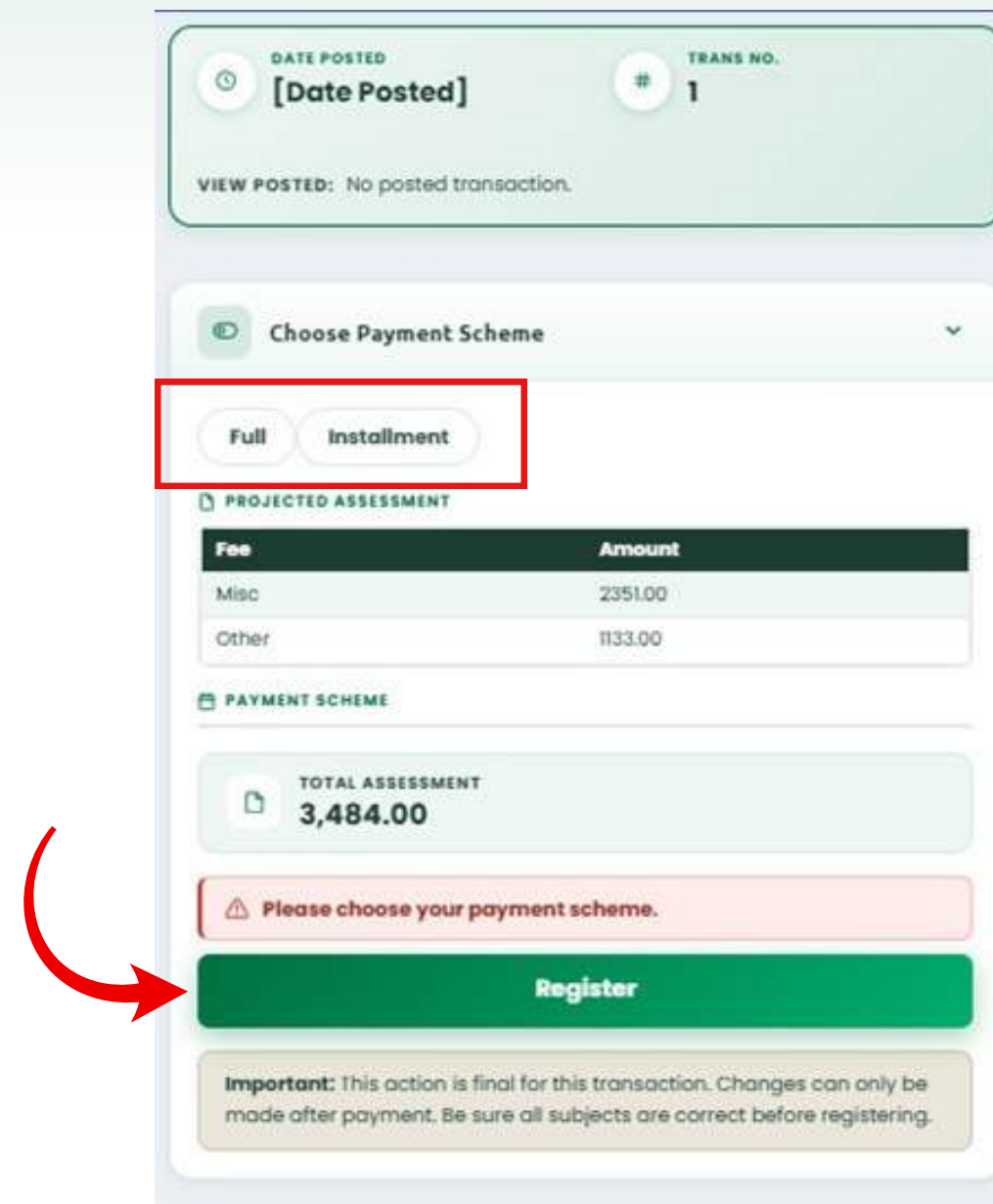
The message **Removed successfully** will appear if the subject has been removed.



Step 2.7

Registration

1. From My Current Subjects, ensure that all the subjects you want to enroll in have already been added, then
2. Choose a payment scheme: **Full** or **Installment**.
3. Click the **Register** button.
4. Confirm Registration by clicking the **Register** button.



DATE POSTED [Date Posted] TRANS NO. # 1

VIEW POSTED: No posted transaction.

Choose Payment Scheme

Full Installment

PROJECTED ASSESSMENT

Fee	Amount
Misc	2351.00
Other	1133.00

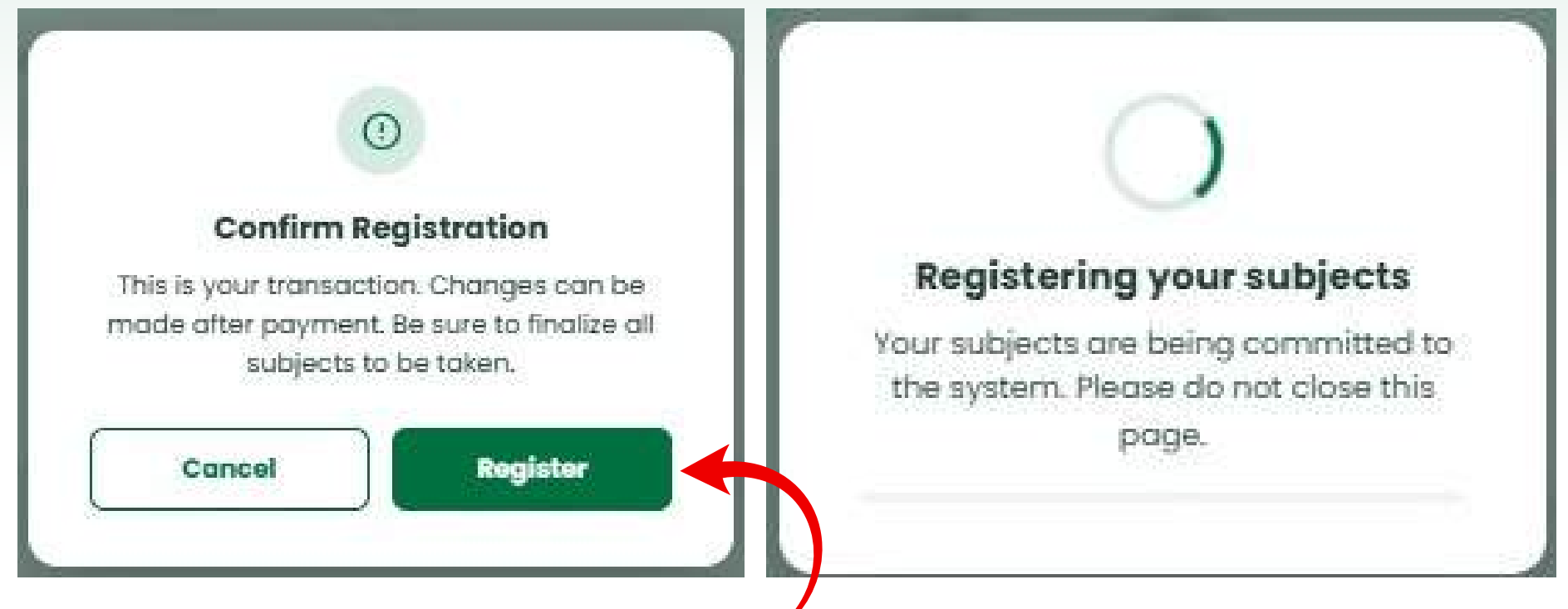
PAYMENT SCHEME

TOTAL ASSESSMENT 3,484.00

Please choose your payment scheme.

Register

Important: This action is final for this transaction. Changes can only be made after payment. Be sure all subjects are correct before registering.



Confirm Registration

This is your transaction. Changes can be made after payment. Be sure to finalize all subjects to be taken.

Cancel Register

Registering your subjects

Your subjects are being committed to the system. Please do not close this page.

Step 2.8

Registration

- 1. Read the reminders, then check **I have read and understood the above reminders.**
- 2. Click on **Print Confirmation Slip** to print the Confirmation Receipt. For online payment, click **Proceed to Payment.**

Registered Subject/s

Plot Schedule

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
4362	CHRM216	001	TECHNOLOGY IN EDUCATION W/ LAB	3.00	0	0	S	SAMPLE
4363	CHRM215	001	THIS SIS WRITING	6.00	800	800	S	SAMPLE

TOTAL UNITS

9.00

INTERNSIVE UNITS

0.00

NON-ACADEMIC UNITS

0.00

MAX UNITS ALLOWED

9.00

BELGAS UNITS

0.00

DATE POSTED

Not posted

TRANS NO.

1

VIEW POSTED: No posted transaction.

Assessment

AMOUNT DUE

P 3,484.00

Total tuition & fees for this term.

FEE BREAKDOWN

Fee	Amount
Misc	2351.00
Other	1133.00

PAYMENT SCHEME

Description	Amount
UPON ENROLLMENT	1742.00
FINALS	1742.00

Reminders

1 Regular students, or those who did not incur any academic deficiency, are advised to enroll in block sections.

1 Students are not allowed to remove all their subjects via Ont. Contact the Registrar's Office for inquiry.

1 Dropping subject/s (No Refund Period) is not covered by Ont. Contact the Registrar's Office for inquiry.

1 Failure to enroll on or before the cut-off date means forfeiture of your reserved slots.

1 Only graduating students may be given an overload. Contact the Registrar's Office for inquiry.

☒ I have read and understood the above reminders.

Print Confirmation Slip

Proceed to Payment

Before you pay

1 Print the Confirmation Slip before proceeding to payment.

1 Use your student number when paying your tuition fee.

1 Fees are not inclusive of laboratory and practicum fees.

Step 2.9

Registration

Sample Confirmation Receipt



De La Salle University
D A S M A R I Ñ A S

Online Enrollment Confirmation Receipt

De La Salle University – Dasmariñas • Office of the University Registrar

SEMESTER / TERM First	SCHOOL YEAR 2026 - 2027
STUDENT NO.	REFERENCE NO. 200404645
NAME	TRANSACTION NO. 1
PROGRAM CODE / YEAR LEVEL / SECTION GMG41	DATE REGISTERED 8/3/2026 4:31:22 PM
TOTAL ASSESSMENT P 3,484.00	UPON ENROLLMENT 1742.00

1MAD900BF1EEA534840000090383441P

Enrollment Procedure

1. Register subjects on OnE.
2. Print Confirmation Receipt. This document shall be presented when making over-the-counter payments either through the accepted payment channels or the University cashiers.
3. Pay fees through the following options:
 - **Student's Payment Portal** — Maya (Maya Wallet, debit and credit card) or QRph (other e-wallets and online banks)
 - **Bills Payment** via BDO, BPI, Metrobank, UnionBank (online banking or over the counter) — processed within 2-3 working days.
Use *BILLS PAYMENT FORM*, not the Check/Cash Deposit Form. Use your **Student Number** as reference and **DLSU-DASMARIÑAS** as the merchant name.
 - **Credit card** through the Student Portal (tuition fees only). Cardholder must be present with card and valid ID.
 - **BuX Checkout Page** — supply your complete Student Name, Student Number, and Purpose of Payment.
 - **Onsite payment** at Ayuntamiento de Gonzales Bldg., Counters 14, 15 or 16. If payment relates to posting of enrollment or unholding of portal, bring your official receipt to Counters 12 or 13.
 - **E-wallet and card payments** at Windows 15 & 16 (Ayuntamiento Building). Cash transactions are no longer accepted at these windows as per Memorandum No. EOMS-FIN-PRC-001 (effective Sep 15, 2025).
4. Print COR once enrollment has been posted and you are officially enrolled.

4% Rebate: Full payment upon enrollment entitles you to a 4% rebate on tuition fee only, credited to the next semester's enrollment.

Surcharge: For installment payments — 3% from Day 1 of Midterm Exams to the Last Day of Final Exams; 4% from the Last Day of Final Exams to the Last Day of Term Break; 5% from the Opening Day of the new term until full settlement.

Additional Fees: Tutorial fees shall be added to the total tuition and other fees, as applicable.

Payment Scheme: Full payment upon enrollment, or installment — 50% upon enrollment (required to post enrollment) • 50% one week before Midterm Examination.

Last day of Payment: 09/03/2026

Print

STEP 3

PAYMENT

Payment Schemes

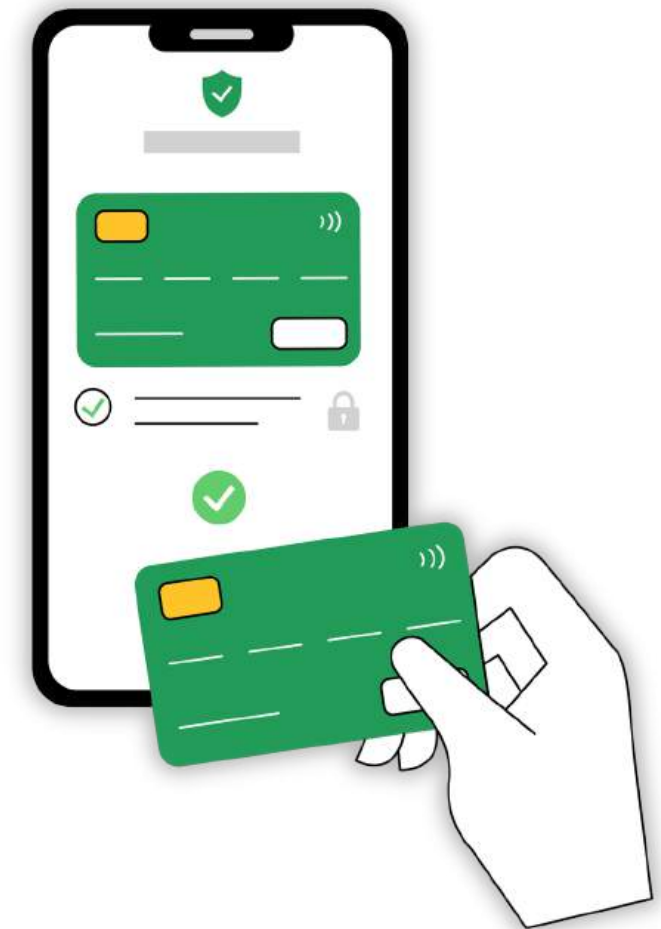
- Full payment upon enrollment (with 4% rebate on tuition fee only, that will be credited to the next semester's enrollment)
- Installment basis
 - 50% on or before Midterm Exam
 - 50% on or before Final Exam

Payment Channels

- Maya (Payment Portal)
- DLSU-D BUx (www.dlsud.edu.ph/offices/finance/bux.htm)
- Credit Card (DLSU-D Portal)

Click this link for the detailed payment procedure:

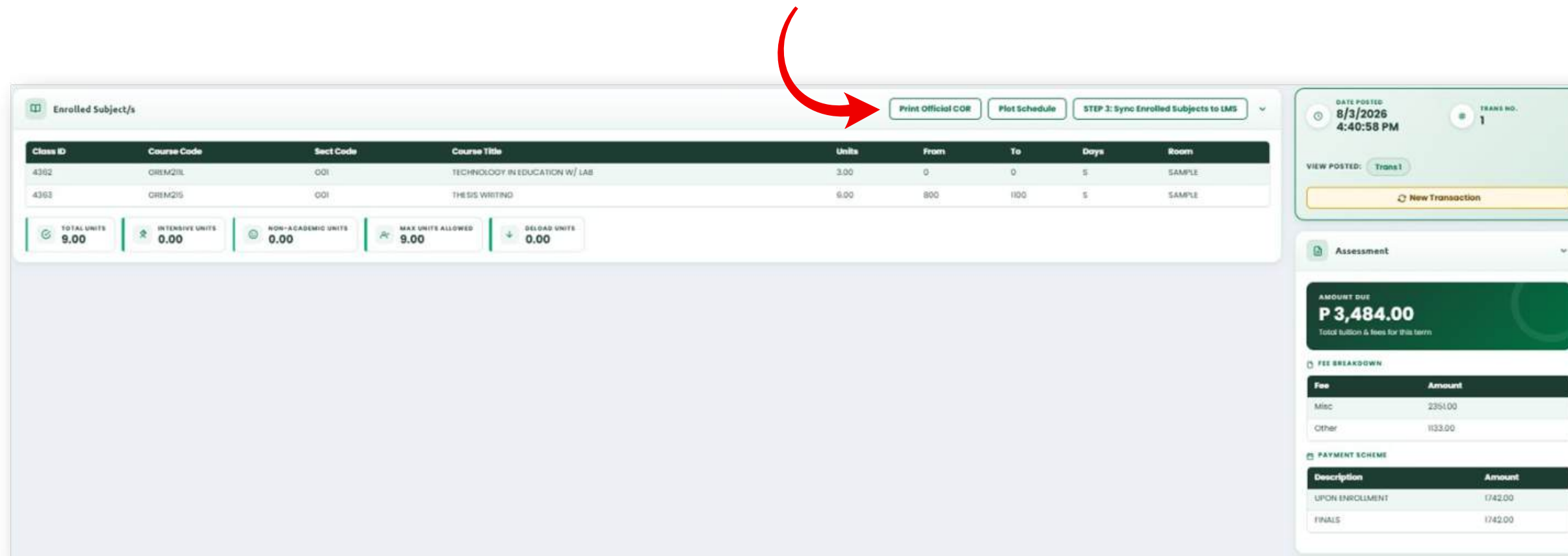
<https://www.facebook.com/share/p/1F28mCiQRR/>



STEP 4

CERTIFICATE OF REGISTRATION

Once payment has been posted, generate and print COR by clicking the **Print Official COR** button.



The screenshot displays the 'Enrolled Subject/s' interface. A red arrow points to the 'Print Official COR' button in the top right corner. The interface includes a table of enrolled subjects, a summary of units, and a sidebar with transaction and assessment details.

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
4362	CREM20L	001	TECHNOLOGY IN EDUCATION W/ LAB	3.00	0	0	S	SAMPLE
4363	CREM20S	001	THE SIS WRITING	6.00	800	1100	S	SAMPLE

Summary of Units:

- TOTAL UNITS: 9.00
- INTENSIVE UNITS: 0.00
- NON-ACADEMIC UNITS: 0.00
- MAX UNITS ALLOWED: 9.00
- BELOW UNITS: 0.00

Transaction Details:

- DATE POSTED: 8/3/2026 4:40:58 PM
- TRANS NO.: 1
- VIEW POSTED: Trans 1
- New Transaction button

Assessment Details:

- AMOUNT DUE: P 3,484.00
- Total tuition & fees for this term
- FEE BREAKDOWN:

Fee	Amount
Misc	2361.00
Other	1123.00
- PAYMENT SCHEME:

Description	Amount
UPON ENROLLMENT	1742.00
FINALS	1742.00

Certificate of Registration

Sample **Certificate of Registration (COR).**



De La Salle University – Dasmariñas
Office of the University Registrar
OFFICIAL CERTIFICATE OF REGISTRATION

STUDENT NO.
123456789

NAME
JANETTE S. DELA CRUZ

SEX
Female

REFERENCE NO.
200404645

PROGRAM / YEAR / SECTION
GMG41

COLLEGE
CPGS

SEMESTER / TERM
First

SCHOOL YEAR
2026 - 2027

TRANSACTION NO.
1

Class ID	Course Code	Section	Course Title	Units	From	To	Days	Room
4362	GREM211L	G01	TECHNOLOGY IN EDUCATION W/ LAB	3.00	0	0	S	SAMPLE
4363	GREM215	G01	THESIS WRITING	6.00	800	1100	S	SAMPLE

*** Nothing Follows ***

TOTAL UNITS
9.00

INTENSIVE UNITS
0.0

NON-ACADEMIC UNITS
0.0

TOTAL ASSESSMENT
P 3,484.00

PAYMENT SCHEME
INSTALLMENT

FEE BREAKDOWN

Fee	Amount
Misc	2351.00
Other	1133.00

PAYMENT SCHEDULE

Description	Amount
UPON ENROLLMENT	1742.00
FINALS	1742.00

NOTE: The above schedule/fee may change without prior notice.

Fees are not inclusive of laboratory and practicum fees.

CORRESPONDING PENALTIES SHALL BE IMPOSED IF OUTSTANDING BALANCE IS PAID AFTER DAY 1 OF THE MIDTERM EXAM PERIOD.

Student is considered OFFICIALLY ENROLLED if payment (50.00% of total assessment) has been made on or before 09/03/2026.

Print

STEP 5

ADDING AND DROPPING SUBJECTS

- If you need to make changes to your enrolled subjects, you may modify your registration until the **third transaction**.
- Before you can add or drop subjects, ensure that you have paid the initial tuition fee and that your payment has been posted. Once your payment has been posted, the **New Transaction** button will be enabled.
- Students who intend to **drop all enrolled subjects** must secure and accomplish a **Dropping Form** from the Office of the University Registrar (Counter 6) before the request can be processed. Refer to the enrollment schedule for the deadline of dropping subjects.

Step 5.1

Adding and Dropping Subjects

- Once payment has been posted, the date and time will appear in the list of enrolled subjects along with the transaction number. The **New Transaction** button will then become available. Click the link to proceed.
- Repeat the procedure for adding and dropping subjects.

The screenshot displays the 'Enrolled Subject/s' interface. The main table lists two subjects:

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
4362	CREM21L	001	TECHNOLOGY IN EDUCATION W/ LAB	3.00	0	0	S	SAMPLE
4362	CREM21S	001	THE SIS WRITING	6.00	800	1100	S	SAMPLE

Below the table, summary statistics are shown:

- TOTAL UNITS: 9.00
- INTENSIVE UNITS: 0.00
- NON-ACADEMIC UNITS: 0.00
- MAX UNITS ALLOWED: 9.00
- DELOAD UNITS: 0.00

The right sidebar contains the following sections:

- Transaction Info:** DATE POSTED: 8/3/2026 4:40:58 PM, TRANS NO. 1. A red box highlights the date and time, and a red arrow points to the 'New Transaction' button below.
- Assessment:** AMOUNT DUE: P 3,484.00. Total tuition & fees for this term.
- FEE BREAKDOWN:**

Fee	Amount
Misc	2351.00
Other	1133.00

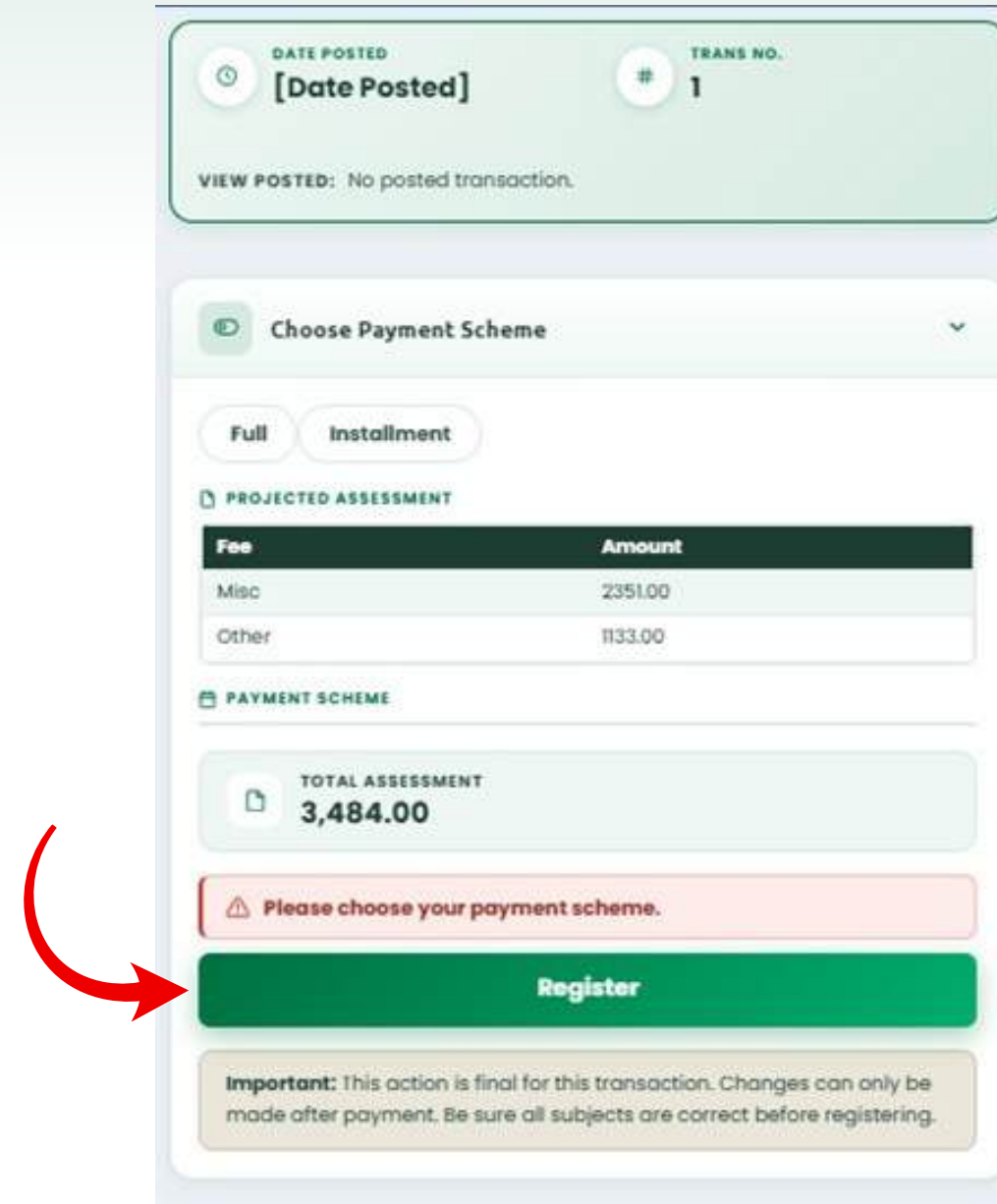
- PAYMENT SCHEME:**

Description	Amount
UPON ENROLLMENT	1742.00
FINALS	1742.00

Step 5.2

Adding and Dropping Subjects

- From **My Current Subjects**, ensure that all the subjects you want to enroll in have already been added, then
- Click the **Register** button to complete the registration of your added and dropped subjects.



DATE POSTED [Date Posted] TRANS NO. # 1

VIEW POSTED: No posted transaction.

Choose Payment Scheme

Full Installment

PROJECTED ASSESSMENT

Fee	Amount
Misc	2351.00
Other	1133.00

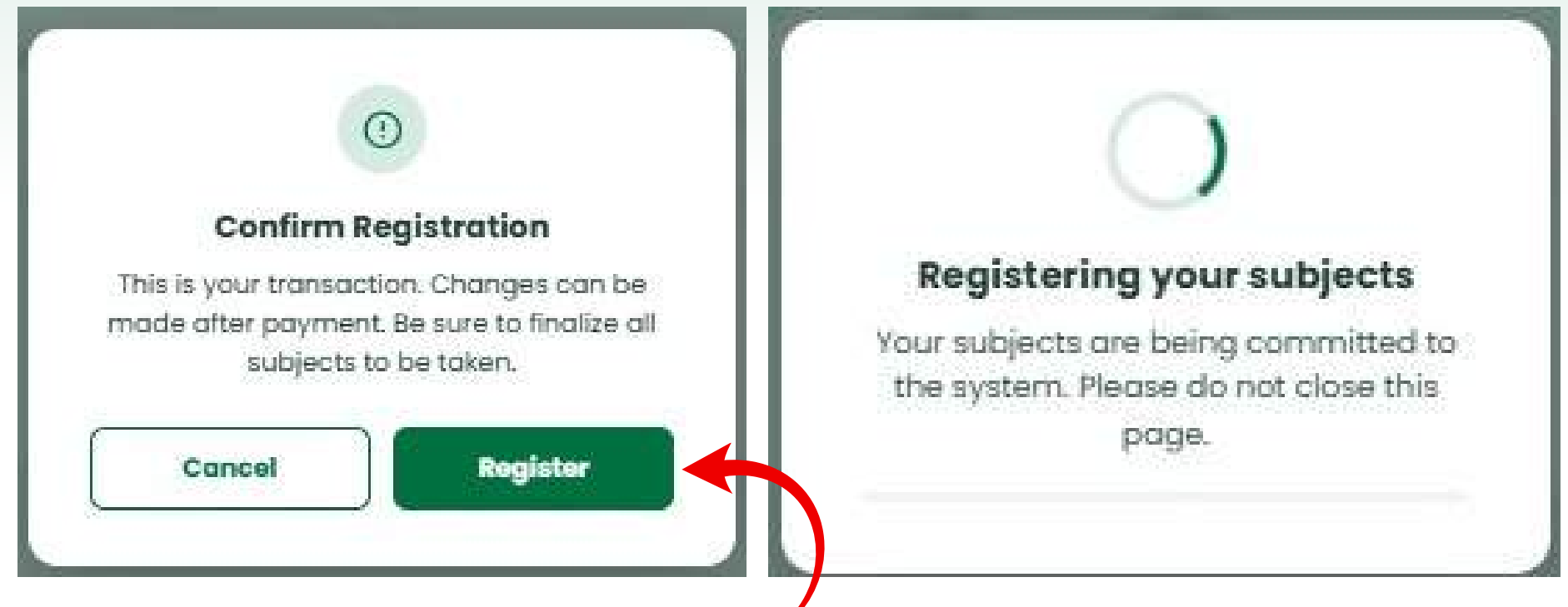
PAYMENT SCHEME

TOTAL ASSESSMENT 3,484.00

Please choose your payment scheme.

Register

Important: This action is final for this transaction. Changes can only be made after payment. Be sure all subjects are correct before registering.



Confirm Registration

This is your transaction. Changes can be made after payment. Be sure to finalize all subjects to be taken.

Cancel Register

Registering your subjects

Your subjects are being committed to the system. Please do not close this page.

Step 5.3

Adding and Dropping Subjects

Once payment has been posted, generate and print COR by clicking the **Print Official COR** button.

Enrolled Subject/s

Print Official COR

Plot Schedule

STEP 3: Sync Enrolled Subjects to LMS

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
4362	CREM20L	001	TECHNOLOGY IN EDUCATION W/ LAB	3.00	0	0	S	SAMPLE
4362	CREM20S	001	THE SIS WRITING	6.00	800	1100	S	SAMPLE

TOTAL UNITS

9.00

INTENSIVE UNITS

0.00

NON-ACADEMIC UNITS

0.00

MAX UNITS ALLOWED

9.00

BELOW UNITS

0.00

DATE POSTED

8/3/2026

4:40:58 PM

TRANS NO.

1

VIEW POSTED: Trans 1

New Transaction

Assessment

AMOUNT DUE

P 3,484.00

Total tuition & fees for this term

FEE BREAKDOWN

Fee	Amount
Misc	2361.00
Other	1133.00

PAYMENT SCHEME

Description	Amount
UPON ENROLLMENT	1742.00
FINALS	1742.00

STEP 6

LEARNING MANAGEMENT SYSTEM (LMS)

Syncing the Learning Management System (LMS) with the school's enrollment system and MyDLSU-D Portal ensures real-time accuracy and immediate access to course materials. It eliminates delays, prevents data duplication, and minimizes the administrative workload associated with manual data entry.

Step 6.1

LMS Syncing

- The **Sync Enrolled Subjects to LMS** button appears ONLY AFTER your registration transaction is **posted**.
- Once visible, click **Sync Enrolled Subjects to LMS** to begin syncing.

Enrolled Subject/s

Print Official COR

Plot Schedule

STEP 3: Sync Enrolled Subjects to LMS

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
4362	GREM21IL	001	TECHNOLOGY IN EDUCATION W/ LAB	3.00	0	0	S	SAMPLE
4363	GREM21S	001	THESIS WRITING	6.00	800	1100	S	SAMPLE

TOTAL UNITS9.00

INTENSIVE UNITS0.00

NON-ACADEMIC UNITS0.00

MAX UNITS ALLOWED9.00

DELOAD UNITS0.00

DATE POSTED
8/3/2026
4:40:58 PM

VIEW POSTED: Trans 1

TRANS NO. # 1

New Transaction

Assessment

AMOUNT DUE
P 3,484.00
Total tuition & fees for this term

FEE BREAKDOWN

Fee	Amount
Misc	2351.00
Other	1133.00

PAYMENT SCHEME

Description	Amount
UPON ENROLLMENT	1742.00
FINALS	1742.00

Step 6.2

LMS Syncing

- If the **Date Synced** field is blank, the subject has not been synced yet. To sync it, click the subject's **Class ID**, then click **Sync**.
- To check your synced subjects, log in to your LMS account through this link: <https://dlsud.edu20.org/>
- For LMS syncing inquiries, contact: helpdesk@dlsud.edu.ph | **046.481.1900 loc. 3225**

DLSU-D Enrollment

Sync Subjects to LMS

Select a subject and click Sync to enroll it in your LMS account. Verify all subjects are synced before logging in to LMS.

✓ Advising
✓ Registration
✓ Payment
LMS Sync

Instructions

- Check your **LMS Enrolled Subjects** in the table below.
- Click the **Class ID** of the subject you want to sync.
- Click **Sync** to enroll the selected subject in LMS.
- To verify synced subjects, log in to your **LMS account**. If your LMS account is not yet activated, log in to your **My-DLSU-D portal** and activate it first.

LMS Enrolled Subjects

Verify that every subject you enrolled has been successfully synced. Click a Class ID to select, then click **Sync**.

Class ID	LMS ID	Course Code	Section	Subject Title	Date Synced
1886		B-BSBA001	B01	INTRODUCTION TO DESCRIPTIVE ANALYTICS	
2001		B-ENTR000	B01	ENTREPRENEURIAL MINDSET	
2074		B-LMOFC213a	B01	LABOR AND EMPLOYMENT LAW	
2143		D-REED003	B01	CHRISTIAN COMMITMENT IN CONTEMPORARY SOCIETY	
2185		G-HUMA002	B01	ETHICS	
2189		G-HUMA003	B01	ART APPRECIATION	
2236		G-PATHFIT3	B01	PHYSICAL ACTIVITIES TOWARD HEALTH AND FITNESS 3 (PATHFIT3) INDIVIDUAL-DUAL SPORTS/DANCE	
2250		G-SOC9001	B03	BABASAHIN HINGOG SA KASAYSAYAN NG PILIPINAS	

2 3

1

STEP 7

ID CARD APPLICATION

Present the official copy of your Certificate of Registration at the Office of the University Registrar, Counter 7 to apply for Student ID.