



UPPERCLASSMEN ONLINE ENROLLMENT PROCEDURE

STEP 1

Registration

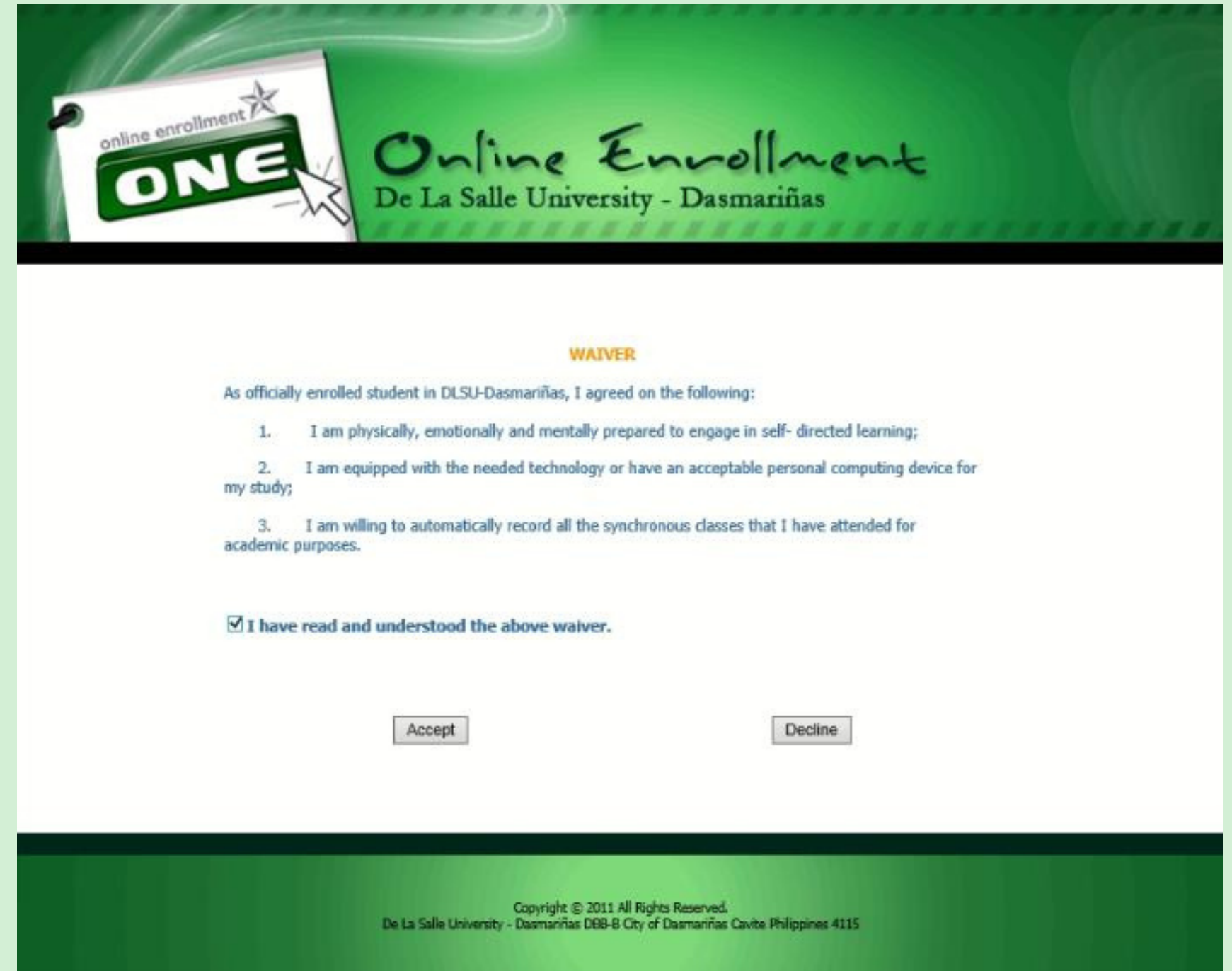
Register subjects using **Student Portal Account**.



Step 1.1

Registration

Read the Waiver and click **Accept**.



The screenshot shows the 'Online Enrollment' page for De La Salle University - Dasmariñas. The header features a green banner with a graphic of a notepad labeled 'online enrollment' and 'ONE' with a star. Below the banner, the text 'Online Enrollment' and 'De La Salle University - Dasmariñas' is displayed. The main content area is titled 'WAIVER' in orange. It contains a statement: 'As officially enrolled student in DLSU-Dasmariñas, I agreed on the following:' followed by three numbered items: 1. 'I am physically, emotionally and mentally prepared to engage in self- directed learning;', 2. 'I am equipped with the needed technology or have an acceptable personal computing device for my study;', and 3. 'I am willing to automatically record all the synchronous classes that I have attended for academic purposes.' Below these items is a checkbox labeled 'I have read and understood the above waiver.' which is checked. At the bottom of the form are two buttons: 'Accept' and 'Decline'. The footer of the page contains copyright information: 'Copyright © 2011 All Rights Reserved. De La Salle University - Dasmariñas DBB-B City of Dasmariñas Cavite Philippines 4115'.

Online Enrollment
De La Salle University - Dasmariñas

WAIVER

As officially enrolled student in DLSU-Dasmariñas, I agreed on the following:

1. I am physically, emotionally and mentally prepared to engage in self- directed learning;
2. I am equipped with the needed technology or have an acceptable personal computing device for my study;
3. I am willing to automatically record all the synchronous classes that I have attended for academic purposes.

☒ I have read and understood the above waiver.


Accept Decline

Copyright © 2011 All Rights Reserved.
De La Salle University - Dasmariñas DBB-B City of Dasmariñas Cavite Philippines 4115

Step 1.2

Registration

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



Online Enrollment
De La Salle University - Dasmariñas

Please read the Enrollment Terms and Conditions:

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 and trimester or 50% during summer term. This also holds for late enrollment. Further, 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 Official Certificate of Registration (COR) online.
4. Verify with Records Section (Office of the Registrar) whether or not you have submitted complete admission requirements, e.g. Permanent Record (Form 137), NSO Certified Birth Certificates, etc. Please do this anytime this semester.
5. Please use our ONLINE INQUIRY FACILITIES from 8:00 AM to 4:00 PM; DLSU-Dasmariñas Office of the University Registrar Facebook Page.
6. Please be informed that temporary unholding of portal account is being implemented for you to access the enrollment system this term. Please take note that after enrollment is done, your portal account status will return to on hold. Status will only be cleared once the accountability is settled with the respective office/department.

☒ I have read and understood the above terms and conditions.

Step 1.3

Registration

Click the **Pre-registration** button.

The screenshot shows the 'Online Enrollment' portal for De La Salle University - Dasmariñas. The header includes the university logo and navigation links: Home, Profile, Curriculum, and Grades. The main content area is divided into three sections: Announcements, Enrollment Procedures, and Account Information.

Announcement: A box labeled 'No Announcement'.

Enrollment Procedures:

- A. ONLINE ENROLLMENT**
 - Pre-registration and Registration:** Students should register online on the date specified by the Office of the Registrar.
 - Printing of Confirmation Receipt:** Students shall print confirmation receipt after subjects have been registered.
 - Payment of Fees:** Pay current fees through banks, other payment centers indicated below and online credit card payment at OnE. Payments will be posted within five (5) working days. In case your transaction is not yet posted within five (5) working days, please verify through email at tas@dlsud.edu.ph.
 - Certificate of Registration (COR):** Students shall print COR online.
 - ID validation:** IDs of officially enrolled students will be automatically activated and ready to use on turnstiles.
- B. ADDING/DROPPING**
 - Be sure that online enrolment has been finalized.
 - Wait until the previous transaction is posted. Students can add/drop/change their subjects and schedules during the adjustment period.
 - The Enrollment System allows up to the third transaction only. Students shall print their latest COR after the enrollment period.
 - For 4th and there after transaction, the student shall follow these steps:
 - The student may send an e-mail to the Associate Dean for his/her intention to add/drop subjects using this format:
Name of student:
Student Number:
Program Code:
Reason for adding/dropping:
Subject/s to add (coursecode, section code, units, schedule):
Subject/s to drop (coursecode, section code, units, schedule):
 - Schedule of subjects to be added/dropped are available online and in real time.
 - Go to Office of the Registrar (Counter 1) for encoding of subjects.
- C. LATE ENROLLEES**
 - Register online.
 - Print Confirmation Receipt.
 - Pay fees.
 - Print official COR online.
 - There will be no ID validation at the Office of the Registrar. IDs of officially enrolled students will be automatically activated and ready to use on turnstiles.

Account Information: A box showing 'COLLEGE (SEM)' with a user icon and links for 'Change Password' and 'Logout'.

Transaction: A box showing 'First Semester, SY 2020-2021' with a list of transactions: 'Pre Registration' (highlighted with a red box), 'Registration', 'Petition a Subject', 'Payment', and 'Subject Inquiry'.

Need Help: A box with links for 'OnE Manual', 'Contact Us', 'FAQ', 'FB Account', and 'Comment'.

Step 1.4

Registration

- Click the **Reserve** button to be assured of a slot for each subject.

This link shows the list of advised subjects. Check the color scheme for the cancelled, available, and closed subjects.

[illegible]

Step 1.5

Registration

After reserving your subjects, this line will appear
Pre-registration Completed.

View pre-registered subjects by clicking [View PreReg Subjects](#) link.

Click **Plot Schedule** link to check whether there are conflicts in your schedule.

[illegible]

Step 1.6

Registration

Click **Proceed to Registration** or **Registration** link.

The screenshot displays the 'Online Enrollment' interface for De La Salle University - Dasmariñas. The header includes the university's logo and navigation links: Home, Profile, Curriculum, and Grades. The main content area is titled 'Step 1 of 1: Pre-register' and provides instructions for users. A table of 'Advised Subjects' is shown, listing various courses with their respective units, times, and locations. Below the table, there are links for 'View PreReg Subjects' and 'Plot Schedule'. A red box highlights the 'Pre-Registration Completed' status and the 'Proceed to Registration' button. Another red box highlights the 'Registration' link in the 'Transaction' sidebar. The sidebar also includes 'Account Information', 'Need Help', and 'Subject Inquiry' sections.

Step 1 of 1: Pre-register
Instructions: [hide](#)

1.1: Double check your subject/s to be taken(Advised Subjects).
1.2: To reserve subject, click the "Reserve" button.
1.3: Finally, click the "View PreReg Subjects" link to check your reserved subjects.
1.4: Please send your queries through our official Facebook page: [DLSUD Office of the Registrar](#). Last day of Preregistration: **03/08/2021**.

PreRegistration
Advised Subjects

CourseCode	SectCode	CourseTitle	Units	From	To	Days	Room	A.Slot
D-REED002	S06	CHRISTIAN DISCIPLESHP IN THE MODERN WORLD	3.00	800	1100	H	ONLINE	30
G-ENGL101	S04	ENGLISH FOR PURPOSIVE COMMUNICATION	3.00	830	1130	T	ONLINE	30
G-FILI101	S06	DISKURSO SA FILIPINO	3.00	1430	1730	H	ONLINE	30
G-NSTP002	S06	COMMUNITY SERVICE BY FOCUS PROGRAMS: HEALTH, EDUCA	3.00	1100	1400	H	ONLINE	30
G-PHED002	S06	INDIVIDUAL-DUAL SPORTS/DANCE	2.00	1100	1300	M	ONLINE	30
S-ITCS111	S04	INTRODUCTION TO COMPUTING LEC	2.00	830	1030	M	ONLINE	30
S-ITCS111LA	S04	INTRODUCTION TO COMPUTING LAB	1.00	1400	1700	M	ONLINE	30
S-ITCS112	S04	FUNDAMENTALS OF PROGRAMMING LEC	2.00	830	1030	F	ONLINE	30
S-ITCS112LA	S04	FUNDAMENTALS OF PROGRAMMING LAB	1.00	1300	1600	F	ONLINE	30
S-SCEN001TP	S04	ENVIRONMENTAL SCIENCE	3.00	1430	1730	T	ONLINE	30

--- Nothing Follows ---

Total Units: **00.0** Max Units Allowed: **23** Deload Units: **0**

- Subject Cancelled (Prerequisite subject failed or subject already taken)
- Subject Available
- Subject Closed

Pre-Registration Completed
[Proceed to Registration](#)

[View PreReg Subjects](#) | [Plot Schedule](#)

[View Suggested Subjects](#)

Account Information
COLLEGE (SEM)
[Change Password](#)
[Logout](#)

Transaction
Second Semester, SY 2020-2021
[Pre Registration](#)
[Registration](#)
[Petition a Subject](#)
[Payment](#)
[Subject Inquiry](#)

Need Help
[OnE Manual](#)
[Contact Us](#)
[FAQ](#)
[FB Account](#)
[Comment](#)

Step 1.7

Registration

- 1. Check the pre-registered subjects on the screen.
- 2. Click the **Register** button.

Registration

Trans No. 1
Date Posted: [Date Posted]

My Current Subject/s						Schedule/s				
Class ID	Course Code	Section Code	Course Title	Units	Available Slot	Class ID	From	To	Room	Days
2077	C-CO30005	L01	COMMUNICATION AND MEDIA THEORY	3.00	39	2077	845	1015	ONLINE LEC	MH
2085	C-COMM211	L01	ORGANIZATIONAL COMMUNICATION	3.00	39					
2087	C-COMM212	L01	SOCIAL MEDIA PRINCIPLES AND PRACTICES	3.00	39					
2170	D-REED003	L04	CHRISTIAN COMMITMENT IN CONTEMPORARY SOCIETY	3.00	39					
2181	G-LITT001	L03	CLASSIC LITERATURES OF THE WORLD	3.00	39					
2189	G-PHED002	L04	INDIVIDUAL-DUAL SPORTS/DANCE	2.00	39					
2200	G-SCTS001	L03	SCIENCE, TECHNOLOGY AND SOCIETY	3.00	39					
2216	G-SOSC007PR	L01	GENDER AND SOCIETY	3.00	39					

[Remove Subject](#)[Plot Schedule](#)

Intensive Units: 0.0

Non Academic Units: (0.0)

Total Units: 23.00

Max Units Allowed: 23 Deload Units: 0

Subject/Class Offering

Schedule/s

Search CourseCode/Title

OK☐ Advance Search

Add Subject

Register

NOTE: The schedule may change without prior notice. Failure to register on or before the cut-off date means forfeiture of your reserve slots.

Step 1.8

Registration

1. Read the reminders then check **I have read and understood the above reminders.**

2. If you wish to pay through accredited payment centers or at school's Accounting Office, click **Print Confirmation Slip** to print the Confirmation Receipt.

3. If you wish to pay online, print the Confirmation Receipt before you click **Proceed to payment.**

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. Contact the Registrar's Office for inquiry;;

3. Dropping subject/s(No Refund Period) are not covered by OnE. Contact the Registrar's Office for inquiry;

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

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

☒ I have read and understood the above reminders.

Note: Please print the Confirmation Slip before proceeding to payment.
Please use your student number when paying your tuition fee.

[Print Confirmation Slip](#)

[Proceed to Payment](#)

☐ Credit Card

☐ SM Bills Payment (Cavite area only)

☐ Bank (BPI/UnionBank/Metrobank)

☐ DLSU-D Cashier

Step 1.9

Registration

Sample Confirmation Receipt

Online Enrollment Confirmation Receipt

Sem/Term: First SY: 2020 - 2021
Student No.: 201932682 TransNo.: 1
Name: DELA CRUZ, JUAN
Program Code/Year Level/Section: GPH11
Date Registered: 8/14/2020 12:49:52 PM
Total Assessment: P 9,575.50
Upon Enrollment: P 3,830.00 (40%)

1MGG300C093F8A9575509118141236P

Enrollment Procedure for Graduate Studies:

1. Register subjects on OnE. (usual registration process).
2. Print Confirmation Receipt.
3. You may also pay through our accredited payment centers indicated below or online credit card payment at OnE. Make sure that the ID number indicated in the deposit/payment slip is correct. otherwise, your payment may not be posted.

Payment Centers:

BPI Bills Payment	Union Bank Bills Payment
Metrobank Bills Payment	SM Bills Payment (Cavite Area Only)

4. Wait for your transaction to be posted within five (5) working days after your payment date. In case your transaction is not yet posted after five (5) days, please verify through email at tas@dlsud.edu.ph

5. Print official copy of Certificate of Registration (COR) online.

REMINDERS:

- 1) Only tuition fee assessment shall be paid at the accredited payment centers, payment other than tuition fee e.g. dorm, tours, etc. shall be paid at Counters 14 to 16.
- 2) DLSU-D is accepting credit card payment for tuition fee assessment only. Other fees such as dormitory, tours & others is not allowed through credit card.
- 3) Full payment upon enrollment is entitled to 4% rebate on tuition fee only to be credited to the next semester's enrollment.
- 4) For installment basis, outstanding balances should be paid before midterm to avoid penalties.
(for details, please refer to Guidelines on the Application of Tuition Fee Rebate and Surcharge Fees)
 - Surcharge will be applied on the total unpaid balance after day one (1) of the midterm examination period.
 - The maximum surcharge fee will be 5% and shall be computed as follows:
 - 3% after day 1 of midterm examination period up to the last day of final examination;
 - 4% after the last day of final examination up to the last day of term break; and
 - 5% from the opening day of the new term (semester or summer) until full settlement of the account.
5. Tutorial fee shall be collected for tutorial subjects.

Payment Scheme:

1. Full payment upon enrollment
2. Installment (For Regular Semester and Trimester)
 - a. 40% Due upon enrollment
 - 30% Due on or before Prelim Exam
 - 30% Due on or before Midterm Exam
 - b. For summer enrollment:
 - 50% Due upon enrollment
 - 50% Due on or before Midterm Exam

Last day of Payment: **09/12/2020**

Print

STEP 2

Payment

Payment Options:

1. Online credit card payment through DLSU-D portal
2. Accredited payment centers
3. DLSU-D Accounting Office



Payment Option 1: Online Credit Card Payment

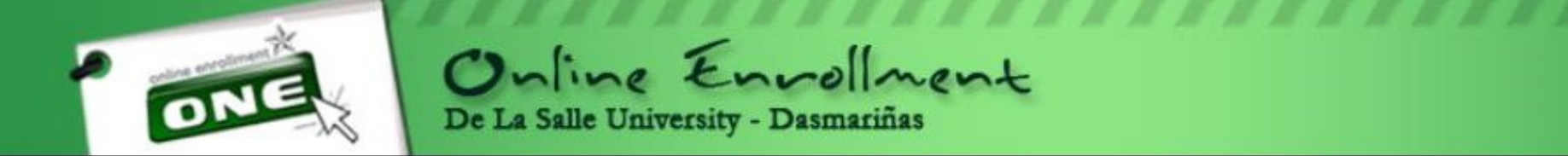
Online Credit Card payment thru
DLSU-D student portal account -
BDO Gateway.



Step 2.1

Online Credit Card Payment

1. Choose Payment Description.
2. If the amount you wish to pay is higher than the minimum required, please input the amount.
3. Click **Next**.



The screenshot shows the 'Online Enrollment' page for De La Salle University - Dasmariñas. The header features a green banner with a logo on the left and the text 'Online Enrollment De La Salle University - Dasmariñas' on the right. Below the banner, there is a section for 'Instructions' with a 'hide' link. The instructions list four steps: 1.1. Register your transaction before proceeding to payment. 1.2. Choose payment description. 1.3. If the amount you wish to pay is higher than the minimum amount required, please input amount. 1.4. Click next. Below the instructions, the title 'Credit Card Payment for Tuition Fee' is displayed. The form includes a 'Payment Description' dropdown menu set to 'UPON ENROLLMENT', an 'Amount in PHP' input field with the value '20573' and a '.00' suffix, and a 'Next >>' button. A note at the bottom states: 'Note: Only those with registered transaction can pay using this system. Do not use a peso sign or a comma in the amount field.'

Instructions: [hide](#)

- 1.1. **Register your transaction** before proceeding to payment.
- 1.2: Choose **payment description**.
- 1.3: If the amount you wish to pay is higher than the minimum amount required, please **input amount**.
- 1.4: Click **next**.

Credit Card Payment for Tuition Fee

Payment Description

Amount in PHP

Note: Only those with registered transaction can pay using this system.
Do not use a peso sign or a comma in the amount field.

Step 2.2

Online Credit Card Payment

1. Read the Terms and Conditions.
2. Click the checkbox button.
3. Click **Pay Now.**

The screenshot displays the 'De La Salle University Dasmariñas Payment System' interface. At the top, the header reads 'De La Salle University Dasmariñas' with 'Payment System' in green text below it. The main content area is titled 'Transaction Details' and shows 'Order Info number: 36816' and 'Amount: P500.00'. Below this, a red text prompt says 'Please read and accept the terms and conditions based on Student handbook Section 5 Financial Information.' A large scrollable window contains 'Section 5 FINANCIAL INFORMATION (Based on Student Handbook SY 2010-2014)'. Under '5.1 Student Transactions', it lists items for transaction: 'Assessment of fees', 'Request for Statement of Account', 'Examination permits', 'Request for refund of excess payments' (with an unchecked checkbox), and 'Student clearance'. Below this is '5.2 Enrollment / Payment of Fees'. At the bottom of the scrollable area, there is a checkbox labeled 'I have read and accept the terms and conditions'. A red text prompt at the bottom says 'Please take note of the Order info number for future reference.' and a 'Pay Now!' button is located at the very bottom.

De La Salle University Dasmariñas
Payment System

Transaction Details

Order Info number: 36816
Amount: P500.00

Please read and accept the terms and conditions based on Student handbook Section 5 Financial Information.

Section 5 FINANCIAL INFORMATION (Based on Student Handbook SY 2010-2014)

5.1 Student Transactions

Students should transact at the transaction area at counters 11 & 12 for the following:

- Assessment of fees
- Request for Statement of Account
- Examination permits
- Request for refund of excess payments ☐
- Student clearance

5.2 Enrollment / Payment of Fees

☐ I have read and accept the terms and conditions

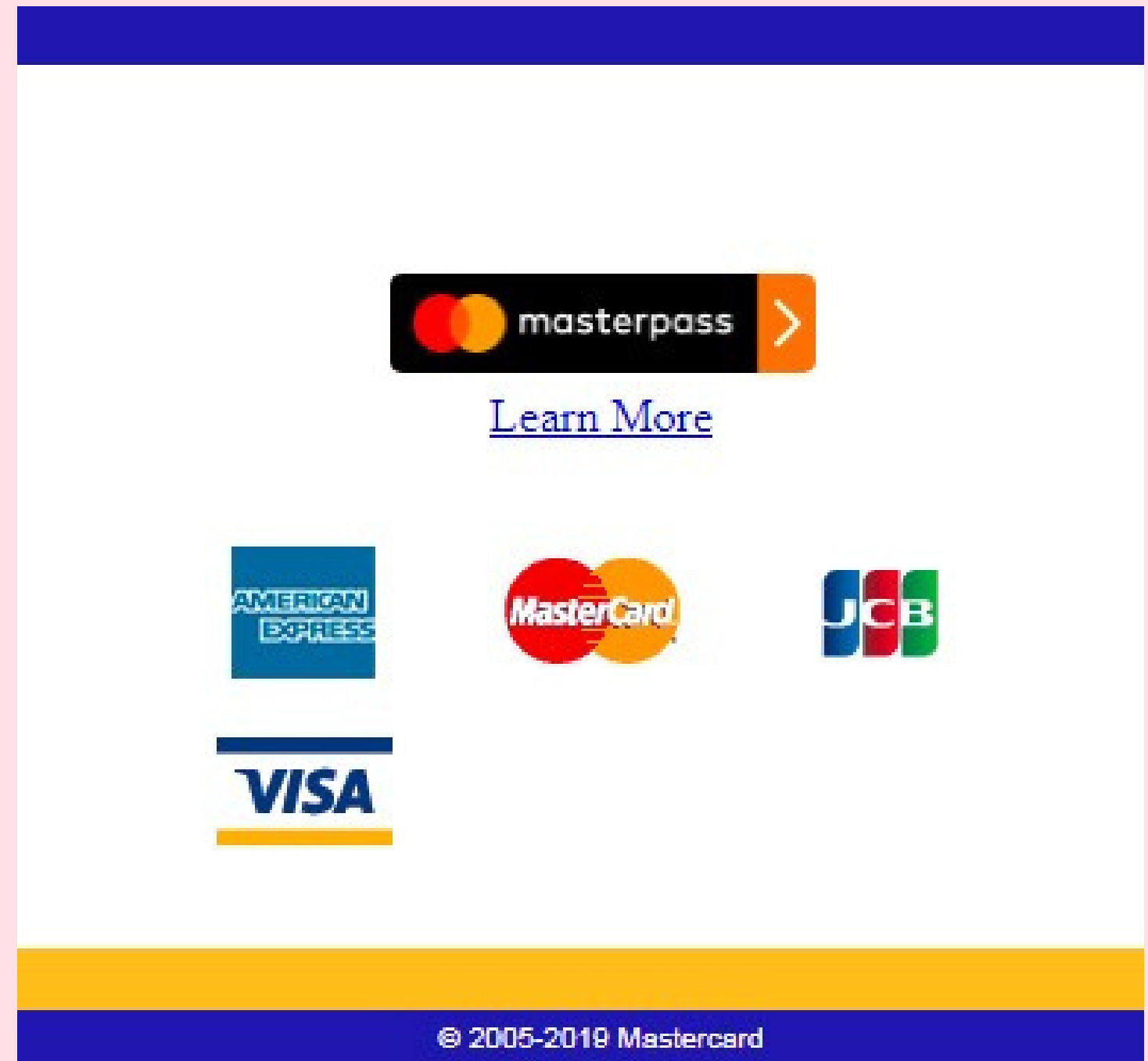
Please take note of the Order info number for future reference.

Pay Now!

Step 2.3

Online Credit Card Payment

Choose and click the logo of your credit card.




Step 2.4

Online Credit Card Payment

1. Input your credit card details and click **Pay**.
 2. Wait for confirmation.
- Payment transaction will be posted within 3 working days. In case your payment is not yet posted after 3 working days, please verify with the Accounting Office if your payment has been received.


Enter your card details

 **VISA:** You have chosen **VISA** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.


Card Number :: 12345678


Expiry Date :: 04 / 20 month/year

Security Code :: 123 The 3 digits after the card number on the signature panel of your card.



Purchase Amount :: **PHP P500.00**





I hereby authorise the debit to my VISA Account in favour of DLSU DASMARINAS

Payment Option 2: Accredited Payment Centers

Accredited Payment Centers

1. SM Bills Payment (Cavite area only)
2. Bank Payment (BPI, UnionBank, Metrobank)

- **Account Name:** De La Salle University-Dasmariñas
- **Reference Number:** Student ID Number

- Present the Confirmation Receipt upon payment.
- Make sure that the ID number indicated in the deposit slip is correct otherwise, your payment may not be posted.
- Payment transaction will be posted within 3 working days. In case your payment is not yet posted after 3 working days, please verify with the Accounting Office if your payment has been received.



Payment Option 3: DLSU-D Accounting Office

Present the Confirmation Receipt upon payment to Counters 14, 15, or 16 of the Accounting Office (Ayuntamiento de Gonzalez Building).

Online Enrollment Confirmation Receipt

Sem/Term: First **SY:** 2020 - 2021
Student No.: 201932682 **TransNo.:** 1
Name: DELA CRUZ, JUAN
Program Code/Year Level/Section: GPH11
Date Registered: 8/14/2020 12:49:52 PM
Total Assessment: P 9,575.50
Upon Enrollment: P 3,830.00 (40%)
1MGG300C093F8A9575509118141236P

Enrollment Procedure for Graduate Studies:
1. Register subjects on OnE. (usual registration process).
2. Print Confirmation Receipt.
3. You may also pay through our accredited payment centers indicated below or online credit card payment at OnE. Make sure that the ID number indicated in the deposit/payment slip is correct. otherwise, your payment may not be posted.

Payment Centers:

BPI Bills Payment

Union Bank Bills Payment

Metrobank Bills Payment

SM Bills Payment (Cavite Area Only)

4. Wait for your transaction to be posted within five (5) working days after your payment date. In case your transaction is not yet posted after five (5) days, please verify through email at tas@dlsud.edu.ph
5. Print official copy of Certificate of Registration (COR) online.

REMINDERS:
1) Only tuition fee assessment shall be paid at the accredited payment centers, payment other than tuition fee e.g. dorm, tours, etc. shall be paid at Counters 14 to 16.
2) DLSU-D is accepting credit card payment for tuition fee assessment only. Other fees such as dormitory, tours & others is not allowed through credit card.
3) Full payment upon enrollment is entitled to 4% rebate on tuition fee only to be credited to the next semester's enrollment.
4) For installment basis, outstanding balances should be paid before midterm to avoid penalties.
(for details, please refer to Guidelines on the Application of Tuition Fee Rebate and Surcharge Fees)
- Surcharge will be applied on the total unpaid balance after day one (1) of the midterm examination period.
- The maximum surcharge fee will be 5% and shall be computed as follows:
- 3% after day 1 of midterm examination period up to the last day of final examination;
- 4% after the last day of final examination up to the last day of term break; and
- 5% from the opening day of the new term (semester or summer) until full settlement of the account.
5. Tutorial fee shall be collected for tutorial subjects.

Payment Scheme:
1. Full payment upon enrollment
2. Installment (For Regular Semester and Trimester)
a. 40% Due upon enrollment
30% Due on or before Prelim Exam
30% Due on or before Midterm Exam
b. For summer enrollment:
50% Due upon enrollment
50% Due on or before Midterm Exam


Last day of Payment: **09/12/2020**

Print

STEP 3

Generate Certificate of Registration (COR)

Once payment has been posted by the Accounting Office, generate **COR** from student portal account.



Online Enrollment
De La Salle University - Dasmariñas

Home | Profile | Curriculum | Grades |

Step 2 of 2: Print Confirmation/New Transaction

Instructions: [hide](#)

2.1: Read the reminders below and check the "I have read and understood the above reminders" checkbox, then

2.2: Click "Print Confirmation Slip" link to show confirmation slip.

To Change Subject/Schedule(for posted transaction):

2.3: Click "New Transaction" link to change subject/schedule.

(You are allowed up to 3 transaction (Trans 3))

2.4: For queries, please proceed to Counter 1 of the Registrar's Office. Last day of Registration: **09/11/2020**.

NOTE: The above schedule/fee may change without prior notice. Failure to pay on or before the cut-off date means forfeiture of your reserve slots. Please do not forget to LOGOUT before leaving this site.

Registration

Enrolled Subject/s

Date Posted: **8/14/2020 12:51:18 PM** Trans No.1

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
2910	GREM200	EG01	PHILOSOPHICAL, SOCIOLOGICAL, AND PSYCHOLOGICAL FOUNDATIONS OF EDUCATION	3.00	700	1000	S	ONLINE LEC

[Print Official COR](#) | [Print Schedule](#)

Intensive Units: **0.0**

Non Academic Units: **(0.0)**

Total Units: **3.00**

Max Units Allowed: **10** Deload Units: **0**

Assessment

Fee	Amount
Tuition	3454.50
Misc	3350.00
Other	2771.00
Total:	P 9,575.50

Upon Enrollment
P 3,830.00 (40%)

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. Contact the Registrar's Office for inquiry;

3. Dropping subject/s(No Refund Period) are not covered by OnE. Contact the Registrar's Office for inquiry;

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

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


Contact the Registrar's Office for inquiry

☐ I have read and understood the above reminders.

[View Posted Trans 1](#) | [Trans 2](#) | [Trans 3](#)

Account Information

COLLEGE (SEM)



Change Password
Logout

GPH11
201932682

Transaction

First Semester, SY 2020-2021

Pre Registration

Registration

Petition a Subject

Payment

Subject Inquiry

Need Help

OnE Manual

Contact Us

FAQ

FB Account

Comment

STEP 4

Adding and Dropping of Subjects

REMINDERS:

- Only irregular students can add/remove subjects from 2nd transaction onwards.
- Regular students or those who did not incur any academic deficiency, will not be able to add/remove subjects.



Step 4.1

Adding and Dropping of Subjects

New Transaction

Once the payment has been posted, the date and time will appear in the list of enrolled subjects together with the number of transaction. The **New Transaction** link then becomes available.

Registration

Enrolled Subject/s

Date Posted: 8/16/2020 7:34:45 PMTrans No.1

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
2077	C-COJO005	L01	COMMUNICATION AND MEDIA THEORY	3.00	845	1015	MH	ONLINE LEC
2085	C-COMM211	L01	ORGANIZATIONAL COMMUNICATION	3.00	1400	1530	MH	ONLINE LEC
2087	C-COMM212	L01	SOCIAL MEDIA PRINCIPLES AND PRACTICES	3.00	1545	1715	MH	ONLINE LEC
2170	D-REED003	L04	CHRISTIAN COMMITMENT IN CONTEMPORARY SOCIETY	3.00	1030	1200	MH	ONLINE LEC
2181	G-LITT001	L03	CLASSIC LITERATURES OF THE WORLD	3.00	1030	1200	TF	ONLINE LEC
2189	G-PHED002	L04	INDIVIDUAL-DUAL SPORTS/DANCE	2.00	1100	1300	W	ONLINE LEC
2200	G-SCT5001	L03	SCIENCE, TECHNOLOGY AND SOCIETY	3.00	1400	1530	TF	ONLINE LEC
2216	G-SOSC007PR	L01	GENDER AND SOCIETY	3.00	845	1015	TF	ONLINE LEC

Print Official CORPlot Schedule

Intensive Units: 0.0Non Academic Units: (0.0)

Total Units: 23.00Max Units Allowed: 23 Deload Units: 0

Assessment

Fee	Amount
Tuition	45103.00
Misc	8050.00
Other	3033.00
Reco/Ret	500.00
Total:	P 56,686.00

Upon Enrollment

P 22,674.00 (40%)

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. Contact the Registrar's Office for inquiry;;

3. Dropping subject/s(No Refund Period) are not covered by OnE. Contact the Registrar's Office for inquiry;

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

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

☐ I have read and understood the above reminders.

New Transaction

View Posted Trans 1 | Trans 2 | Trans 3

Step 4.2

Adding and Dropping of Subjects

To remove subject:

- From **My Current Subject/s** in the Class ID column, click the class ID of the subject you want to remove, then
- Click the **Remove Subject** button to remove the subject.

Step 1 of 2: Enlistment & Register

[Instructions](#) [hide](#)

1.1: To add subject:
1.1.a: From **Subject/Class Offering**, type the **coursecode/course title** in the **search box** and click **"OK"** button.
1.1.b: Click in the **"Class Id"** column the **number** to show the schedule of that subject and
1.1.c: Click the **"Add Subject"** button to add that subject.

1.2: To remove subject:
1.2.a: From **My Current Subject/s**, click in the **"Class Id"** column the **number** that you want to be removed and
1.2.b: Click the **"Remove Subject"** button to remove that subject.

1.3: Finally, click **"Register"** button to register your subjects.
1.4: Please send your **queries** through our official Facebook page: **DLSUD Office of the Registrar**. Last day of Registration: **09/11/2020**.

NOTE: Students **cannot add or remove subjects** during their **first transaction**.
You can **add/remove subjects** from **transaction 2** onwards.
You can't change your subjects or schedule once you registered.

Registration

Trans No. **2**
Date Posted: **Not posted**

My Current Subject/s						Schedule/s				
Class ID	Course Code	Section Code	Course Title	Units	Available Slot	Class ID	From	To	Room	Days
2077	C-CO30005	L01	COMMUNICATION AND MEDIA THEORY	3.00	39	2077	845	1015	ONLINE LEC	MH
2085	C-COMM211	L01	ORGANIZATIONAL COMMUNICATION	3.00	39					
2087	C-COMM212	L01	SOCIAL MEDIA PRINCIPLES AND PRACTICES	3.00	39					
2170	D-REED003	L04	CHRISTIAN COMMITMENT IN CONTEMPORARY SOCIETY	3.00	39					
2181	G-LITT001	L03	CLASSIC LITERATURES OF THE WORLD	3.00	39					
2189	G-PHED002	L04	INDIVIDUAL-DUAL SPORTS/DANCE	2.00	39					
2200	G-SCTS001	L03	SCIENCE, TECHNOLOGY AND SOCIETY	3.00	39					
2216	G-SOSC007PR	L01	GENDER AND SOCIETY	3.00	39					

[Remove Subject](#)

Intensive Units: 0.0 **Non Academic Units: (0.0)**

Total Units: 23.00 **Max Units Allowed: 23** **Deload Units: 0**

Subject/Class Offering **Schedule/s**

Search CourseCode/Title ☐ Advance Search


[Add Subject](#)

NOTE: The schedule may change without prior notice. Failure to register on or before the cut-off date means forfeiture of your reserve slots.

View Posted [Trans 1](#) | [Trans 2](#) | [Trans 3](#)

Account Information

COLLEGE (SEM)





 [Change Password](#) [Logout](#)

Transaction

First Semester, SY 2020-2021

- ☐ Pre Registration
- ☐ Registration
- ☐ Petition a Subject
- ☐ Payment
- ☐ Subject Inquiry

Need Help

-  OnE Manual
-  Contact Us
-  FAQ
-  FB Account
- [Comment](#)

Step 4.3

Adding and Dropping of Subjects

To add subject:

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

Registration

Trans No. 2
Date Posted: Not posted

My Current Subject/s

Schedule/s

Class ID	Course Code	Section Code	Course Title	Units	Available Slot
2085	C-COMM211	L01	ORGANIZATIONAL COMMUNICATION	3.00	39
2087	C-COMM212	L01	SOCIAL MEDIA PRINCIPLES AND PRACTICES	3.00	39
2170	D-REED003	L04	CHRISTIAN COMMITMENT IN CONTEMPORARY SOCIETY	3.00	39
2181	G-LITT001	L03	CLASSIC LITERATURES OF THE WORLD	3.00	39
2189	G-PHED002	L04	INDIVIDUAL-DUAL SPORTS/DANCE	2.00	39
2200	G-SCTS001	L03	SCIENCE, TECHNOLOGY AND SOCIETY	3.00	39
2216	G-SOSC007PR	L01	GENDER AND SOCIETY	3.00	39

Remove Subject

Plot Schedule

Intensive Units: 0.0

Non Academic Units: (0.0)

Total Units: 20.00

Max Units Allowed: 23

De-load Units: 0

Subject/Class Offering

Schedule/s

Search Course/Code/Title

OK

Advance Search

Class ID	Course Code	Section Code	Course Title	Units	Available Slot	ClassID	From	To	Room	Days
2726	BESCL05	T01	ART APPRECIATION	3.00	40	2726	1330	1630	ONLINE LEC	F
2061	C-BMCH001	L01	THESIS 1	3.00	40					
2062	C-BMCH001	L02	THESIS 1	3.00	40					
2069	C-COAO311	L01	COPYWRITING	3.00	40					
2070	C-COAO312	L01	ADVERTISING PRODUCTION	3.00	40					
1044	C-COJO004	L01	JOURNALISM PRINCIPLES AND PRACTICES	3.00	29					
2077	C-COJO005	L01	COMMUNICATION AND MEDIA THEORY	3.00	39					
2078	C-COJO005	L02	COMMUNICATION AND MEDIA THEORY	3.00	39					
2080	C-COJO006	L01	ADVERTISING PRINCIPLES AND PRACTICES	3.00	40					
2081	C-COJO007	L01	PUBLIC RELATIONS PRINCIPLES AND PRACTICES	3.00	40					

1

2

3

4

5

6

7

8

9

10

...

Add Subject

Register

NOTE: The schedule may change without prior notice. Failure to register on or before the cut-off date means forfeiture of your reserve slots.

View Posted

Trans 1

Trans 2

Trans 3

Step 4.4

Adding and Dropping of Subjects

If the subject was successfully added, it will appear in **My Current Subject/s**.

Registration

Trans No. 2
Date Posted: Not posted

My Current Subject/s

Schedule/s

Class ID	Course Code	Section Code	Course Title	Units	Available Slot
2085	C-COMM211	L01	ORGANIZATIONAL COMMUNICATION	3.00	39
2087	C-COMM212	L01	SOCIAL MEDIA PRINCIPLES AND PRACTICES	3.00	39
2170	D-REED003	L04	CHRISTIAN COMMITMENT IN CONTEMPORARY SOCIETY	3.00	39
2181	G-LITT001	L03	CLASSIC LITERATURES OF THE WORLD	3.00	39
2189	G-PHED002	L04	INDIVIDUAL-DUAL SPORTS/DANCE	2.00	39
2200	G-SCTS001	L03	SCIENCE, TECHNOLOGY AND SOCIETY	3.00	39
2216	G-SOSC007PR	L01	GENDER AND SOCIETY	3.00	39
2726	BESC105	T01	ART APPRECIATION	3.00	39

Plot Schedule

Intensive Units: 0.0

Non Academic Units: (0.0)

Total Units: 23.00

Max Units Allowed: 23 Deload Units: 0

Subject/Class Offering

Schedule/s

Search Course/Title:

☐ Advance Search

Class ID	Course Code	Section Code	Course Title	Units	Available Slot
2726	BESC105	T01	ART APPRECIATION	3.00	40
2061	C-BMCM001	L01	THESIS 1	3.00	40
2062	C-BMCM001	L02	THESIS 1	3.00	40
2069	C-COAD311	L01	COPYWRITING	3.00	40
2070	C-COAD312	L01	ADVERTISING PRODUCTION	3.00	40
1044	C-COJO004	L01	JOURNALISM PRINCIPLES AND PRACTICES	3.00	29
2077	C-COJO005	L01	COMMUNICATION AND MEDIA THEORY	3.00	39
2078	C-COJO005	L02	COMMUNICATION AND MEDIA THEORY	3.00	39
2080	C-COJO006	L01	ADVERTISING PRINCIPLES AND PRACTICES	3.00	40
2081	C-COJO007	L01	PUBLIC RELATIONS PRINCIPLES AND PRACTICES	3.00	40

1 2 3 4 5 6 7 8 9 10 ...

[2726] BESC105 Added successfully.

Add Subject

Register

Step 4.5

Adding and Dropping of Subjects

Click the Register button:

- From **My Current Subject/s**, check if all the subjects that you want to enroll were already added, then
- Click the **Register button** to finalize the adding and dropping of subjects.

Registration

Trans No. 2
Date Posted: Not posted

My Current Subject/s

Schedule/s

Class ID	Course Code	Section Code	Course Title	Units	Available Slot
2085	C-COMM211	L01	ORGANIZATIONAL COMMUNICATION	3.00	39
2087	C-COMM212	L01	SOCIAL MEDIA PRINCIPLES AND PRACTICES	3.00	39
2170	D-REED003	L04	CHRISTIAN COMMITMENT IN CONTEMPORARY SOCIETY	3.00	39
2181	G-LITT001	L03	CLASSIC LITERATURES OF THE WORLD	3.00	39
2189	G-PHED002	L04	INDIVIDUAL-DUAL SPORTS/DANCE	2.00	39
2200	G-SCTS001	L03	SCIENCE, TECHNOLOGY AND SOCIETY	3.00	39
2216	G-SOSC007PR	L01	GENDER AND SOCIETY	3.00	39
2726	BESC105	T01	ART APPRECIATION	3.00	39

Plot Schedule

Remove Subject

Intensive Units: 0.0
Non Academic Units: (0.0)
Total Units: 23.00
Max Units Allowed: 23
Deload Units: 0

Subject/Class Offering

Schedule/s

Search CourseCode/Title

OK

Advance Search

Class ID	Course Code	Section Code	Course Title	Units	Available Slot
2726	BESC105	T01	ART APPRECIATION	3.00	40
2061	C-BMCM001	L01	THESIS 1	3.00	40
2062	C-BMCM001	L02	THESIS 1	3.00	40
2069	C-COAD311	L01	COPYWRITING	3.00	40
2070	C-COAD312	L01	ADVERTISING PRODUCTION	3.00	40
1044	C-COJO004	L01	JOURNALISM PRINCIPLES AND PRACTICES	3.00	29
2077	C-COJO005	L01	COMMUNICATION AND MEDIA THEORY	3.00	39
2078	C-COJO005	L02	COMMUNICATION AND MEDIA THEORY	3.00	39
2080	C-COJO006	L01	ADVERTISING PRINCIPLES AND PRACTICES	3.00	40
2081	C-COJO007	L01	PUBLIC RELATIONS PRINCIPLES AND PRACTICES	3.00	40

1 2 3 4 5 6 7 8 9 10 ...

2726 BESC105 Added successfully.

Add Subject

Register

NOTE: The schedule may change without prior notice. Failure to register on or before the cut-off date means forfeiture of your reserve slots.

Step 4.6

Adding and Dropping of Subjects

Generate and print the latest copy of official Certificate of Registration (COR).

Registration

Enrolled Subject/s

Date Posted: 8/16/2020 7:34:45 PMTrans No.1

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
2077	C-COJO005	L01	COMMUNICATION AND MEDIA THEORY	3.00	845	1015	MH	ONLINE LEC
2085	C-COMM211	L01	ORGANIZATIONAL COMMUNICATION	3.00	1400	1530	MH	ONLINE LEC
2087	C-COMM212	L01	SOCIAL MEDIA PRINCIPLES AND PRACTICES	3.00	1545	1715	MH	ONLINE LEC
2170	D-REED003	L04	CHRISTIAN COMMITMENT IN CONTEMPORARY SOCIETY	3.00	1030	1200	MH	ONLINE LEC
2181	G-LITT001	L03	CLASSIC LITERATURES OF THE WORLD	3.00	1030	1200	TF	ONLINE LEC
2189	G-PHED002	L04	INDIVIDUAL-DUAL SPORTS/DANCE	2.00	1100	1300	W	ONLINE LEC
2200	G-SCTS001	L03	SCIENCE, TECHNOLOGY AND SOCIETY	3.00	1400	1530	TF	ONLINE LEC
2216	G-SOSC007PR	L01	GENDER AND SOCIETY	3.00	845	1015	MH	ONLINE LEC

[Print Official COR](#)[Plot Schedule](#)

Intensive Units: 0.0Non Academic Units: (0.0)

Total Units: 23.00Max Units Allowed: 23 Deload Units: 0

Assessment

Fee	Amount
Tuition	45103.00
Misc	8050.00
Other	3033.00
Reco/Ret	500.00
Total:	P 56,686.00

Upon Enrollment

P 22,674.00 (40%)

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. Contact the Registrar's Office for inquiry;;

3. Dropping subject/s(No Refund Period) are not covered by OnE. Contact the Registrar's Office for inquiry;

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

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

☐ I have read and understood the above reminders.