

ENROLLMENT PROCESS

FOR NEW AND CONTINUING STUDENTS



**SECOND SEMESTER
ACADEMIC YEAR 2023-2024
GRADUATE SCHOOL**

ENROLLMENT DATES

SECOND SEMESTER
ACADEMIC YEAR 2023-2024
GRADUATE SCHOOL

◆ JANUARY 8-13, 2024

MONDAY - SATURDAY

▶ NEW STUDENTS

ENROLLMENT DATES

SECOND SEMESTER
ACADEMIC YEAR 2023-2024
GRADUATE SCHOOL

◆ JANUARY 15-19, 2024

■ MONDAY - FRIDAY

▶ CONTINUING STUDENTS

ENROLLMENT DATES

SECOND SEMESTER
ACADEMIC YEAR 2023-2024
GRADUATE SCHOOL

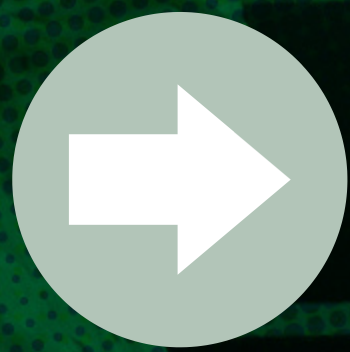
◆ **JANUARY 20, 2024**

SATURDAY

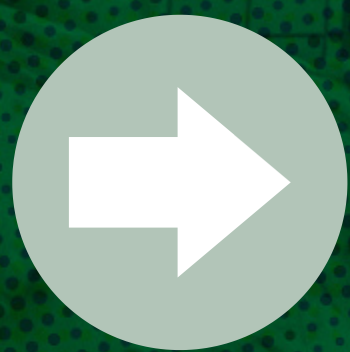
▶ **START OF CLASS**

PRE-ENROLLMENT REMINDERS & REQUIREMENTS

Before you proceed with enrollment, please make sure that you do the following:



Settle your **BACK ACCOUNTS** from the previous semester(s) or academic year(s)



Log in to Student portal, proceed to My Grades and click Curriculum/Prospectus with Grades, for your subject registration guide on what courses are going to take this semester.

Take Note: You have to select the courses based on your year level of the Curriculum/Prospectus Guide.

Class Offerings: You can view here the offered subjects with schedules for the current semester.



Communicate with your Academic Coordinator for **EVALUATION AND ADVISING OF COURSES** that you will be taking for the semester

1

PAYMENT OF ENROLLMENT FEE(cont'd)

ENROLLMENT FEE - 3,500

You may pay your enrollment fees thru banks or at the following payment centers:



USLS CASHIER

Students may go directly to the University's Business/Accounting Office



SAVEMORE / SM PAYMENT CENTER

Students are required to provide their Student ID Number and Purpose of Payment: Enrollment Fee



MLHUILLIER

Students are required to provide their Student ID Number and Purpose of Payment: Enrollment Fee



BANKS *UBP Bills Payment Facility
BDO Bills Payment Facility
BPI Online Merchant Facility*



NOTE: You cannot proceed to step 2 if a Message Alert will appear on the *Registration* tab of your Student Portal if you have not paid your enrollment fee or if your payment transaction has not been reflected by the Business Office to your account.

Message Alert

Hi

Payment Upon Enrollment is not yet settled/paid. Please settle/pay the required amount for the enrollment to continue with your registration.

Thank you.



Students are highly encouraged to pay their enrollment fee(s) ahead of time, especially for those who will be paying at the alternative payment centers, to avoid delays with reservation of courses

1

PAYMENT OF ENROLLMENT FEE(cont'd)

If you paid your fees thru *BANKS* and *alternative payment centers*, please upload your receipts on your AIMS Student Portal by following the instructions below:

How To Upload the Proof of Payment:

1. Login to your Student Portal
2. Proceed to **Upload Deposit Slip** tab
3. Click the **link** to select Files/Documents from your computer or device. Follow the file name format.
4. Click the **Upload and Submit** button to upload file

The uploaded receipt will be sent to the account of the Cashier at the Business Office.

After the cashier posted your payment, you can proceed to step 2.

The screenshot shows the AIMS Student Portal interface. At the top, there is a navigation bar with links: Request Appointment, Downloadable Forms, **Upload Deposit Slip** (highlighted with a red box), Calendar, Password, Log Trail, and a Sign Out button. Below the navigation bar, the main heading is "UPLOAD PROOF OF PAYMENT".

ATTENTION: Make sure that you have received an email or message that your Registration and Assessment is already confirmed and processed before uploading your proof of payment to avoid problems with your transaction.

Security Advisory: I certify that the file uploaded is a scanned copy of the original bank deposit slip or Official slip of my proof of payment.

FOR STUDENT: Student No. LASTNAMEFIRSTNAME(21812345CRUZJUAN)
FOR APPLICANT: Applicant No. LASTNAMEFIRSTNAME(2021A12345CRUZJUAN)

If your Student No. has special character please include it.
 Please don't include any space in between the file name.
 Make sure your Last Name and First Name is in CAPITAL LETTERS.

[Click this link to select files/documents from your computer](#) (highlighted with a red box and a red arrow pointing to the file upload dialog)

Below the instructions is an "Uploaded Files History" section showing "No uploaded files yet."

A file upload dialog box is open, titled "Upload the scanned copy of the Bank deposit slip or OR here." It contains a "Click to Upload File" button (highlighted with a red box) and an "Upload and Submit" button (highlighted with a red box).

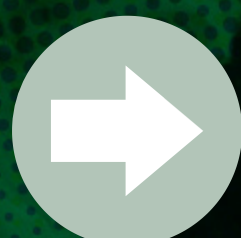
A Windows File Explorer window is open, showing the "Saved Pictures" folder. It contains a file named "Student Icon" with a graduation cap icon. The "File name" field at the bottom shows "360_F_207651297_2dm3gww7WQjNE" and the file type is set to "All Files".

2

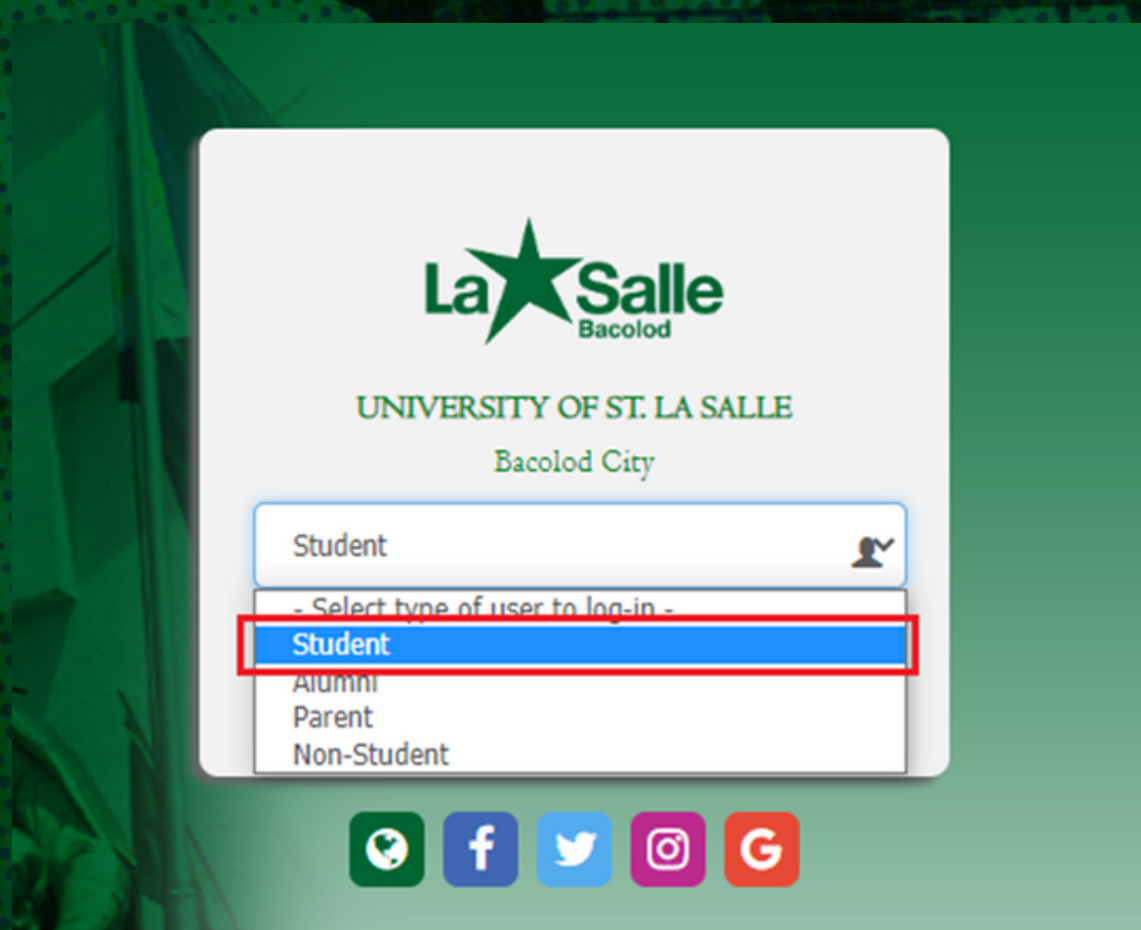
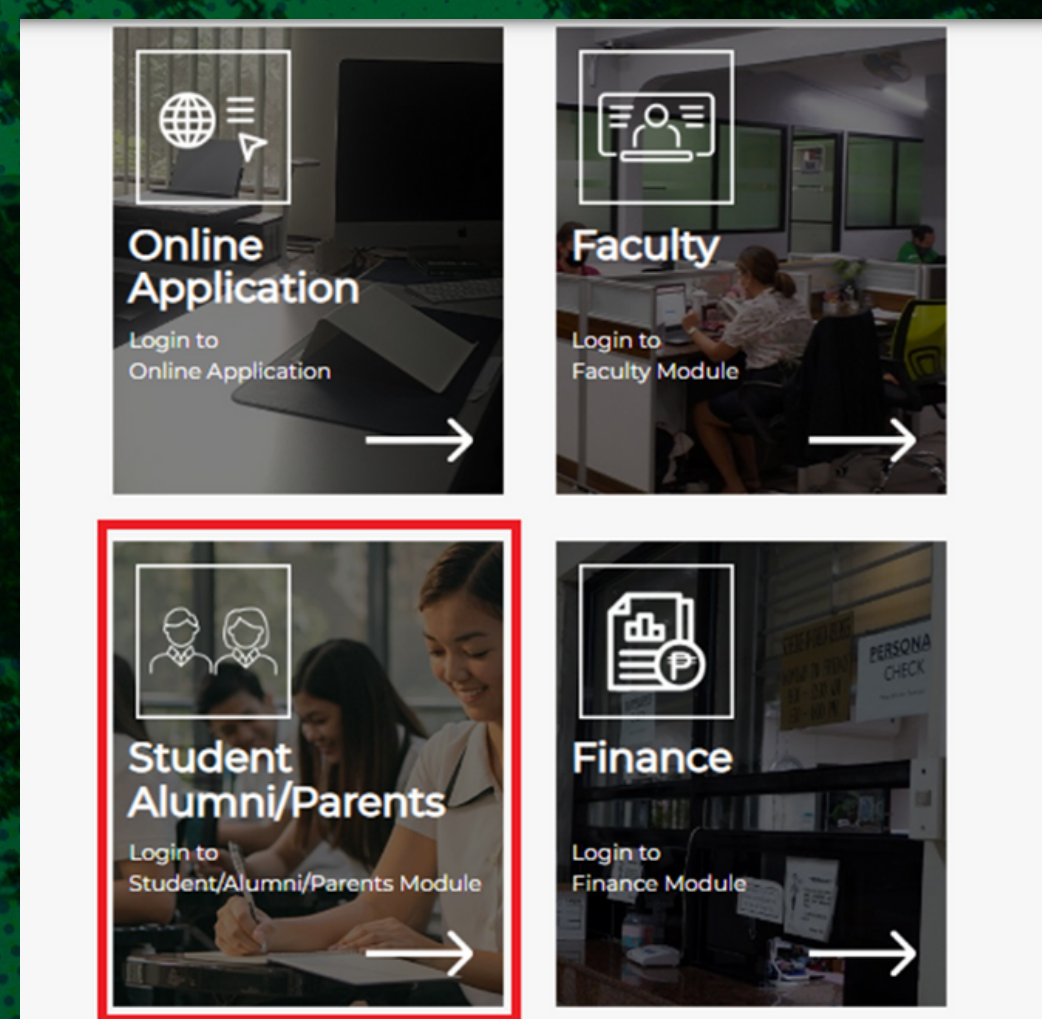
RESERVATION OF COURSES

At this point, the students will be the one to reserve their courses on their own after paying their enrollment fee.

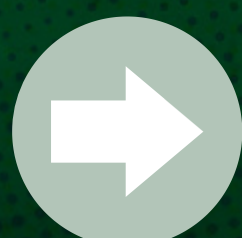
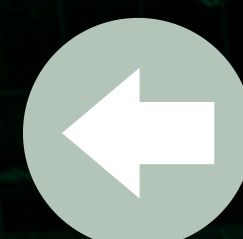
You may refer to your curriculum/prospectus for the subjects to be taken guide for this semester according to your year level status.



Log-in to your AIMS Student Portal
<https://aims.usls.edu.ph/lasalle/>

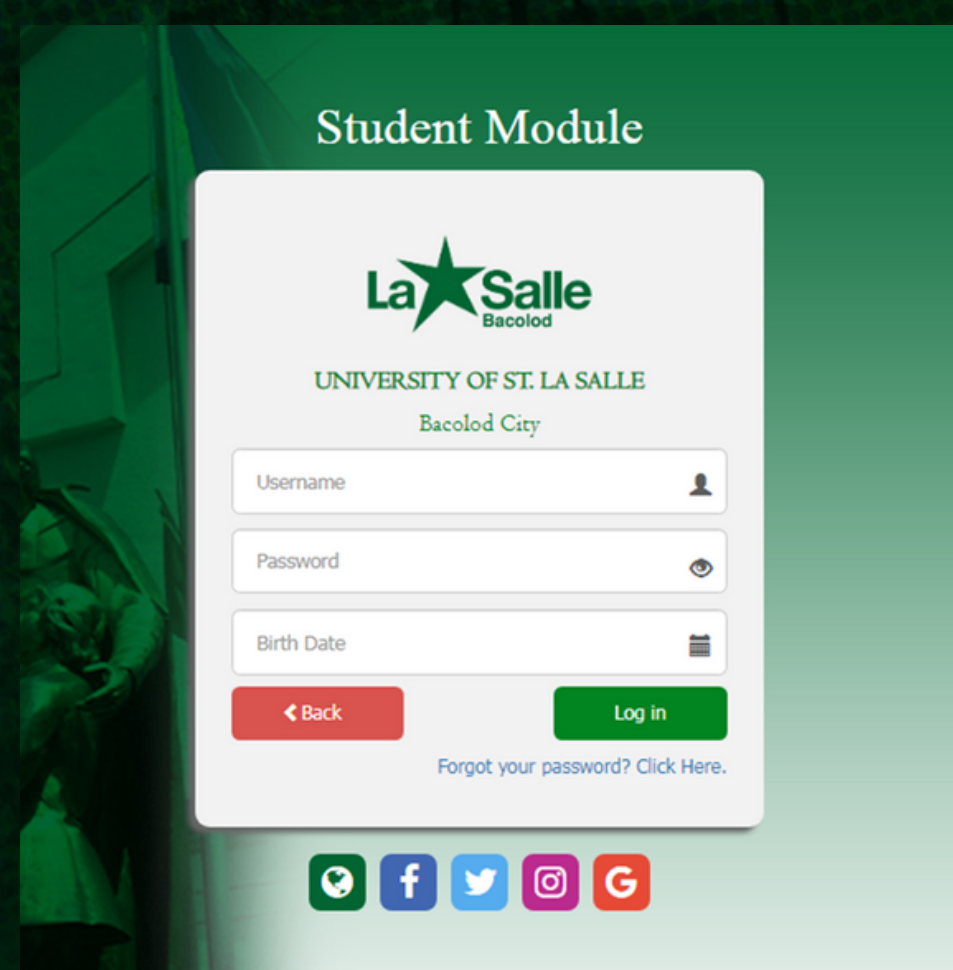


Click the drop-down button and
select "Student"



Input your *Username*, *Password*
and *Birthdate* in the fields
provided

- your username is your ID Number;
- your default password is your birthdate



2

RESERVATION OF COURSES(cont'd)

At this point, the students will be the one to reserve their courses on their own after paying their enrollment fee and has been advised by their ACs of the courses that they will be taking.

2.1 Click the **Registration** tab to view your advised courses

2.1A An alert message will prompt you if your payment is not yet reflected

Take note of the following indicators and labels of the Registration tab on your Student Portal:

Review the courses advised to you by your Academic Coordinator under the **Registered Subject(s) for the current semester** table. Please refer to the sample below.

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule	Faculty/Teacher's Name
<input checked="" type="checkbox"/>	CVRLD	The Contemporary World	3		3	[49] ABID 2-A	ABALAJON, MIRA DELLOMES
<input checked="" type="checkbox"/>	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST102	Introduction to Philosophical Perspectives			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST103	Socio-Anthropology			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST104	Advanced Personality Development			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IRS3	Spirituality in the Workplace	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	LOGIC	Logic	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PED3	Swimming and Recreation	2		2	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PSPEAK	Public Speaking	3		3	[49] ABID 2-A	
TOTAL UNITS : 26/(0)							

Click to Register your Subject(s)

This table will show all the subjects advised by the department chairperson.

2

RESERVATION OF COURSES (cont'd)

At this point, the students will be the one to reserve their courses on their own after paying their enrollment fee and has been advised by their ACs of the courses that they will be taking

◆ The table below shows the list of courses based on the *student's curriculum*

#	Subject No.	Descriptive Title	Lec Hours	Lab Hours	Credited Units	Schedule	Remark/Status
<input checked="" type="checkbox"/>	CWRLD	The Contemporary World	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST102	Introduction to Philosophical Perspectives			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST103	Socio-Anthropology			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST104	Advanced Personality Development			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IRS3	Spirituality in the Workplace	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	LOGIC	Logic	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PED3	Swimming and Recreation	2		2	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PSPEAK	Public Speaking	3		3	[49] ABID 2-A	
			TOTAL UNITS		26/(0)		

This table will show all the offered subjects and schedule to be taken by the student.

2.2 Tick the checkbox of your advised courses that you will be enrolling and select a schedule by clicking the drop-down button

Subject(s) Registration
Student Name :
Program : BACHELOR OF ARTS MAJOR IN INTERDISCIPLINARY STUDIES - ABID
School Year : 2022-2023
Status : Old (Regular) (26 Unit(s) Allowed) (C.Y. 1920) (T.Y. 2122) B
Date Enrolled : July 15, 2022
Student No. :
Level : Second Year
Semester : First
Section : A
Enrollment Form:

LEGEND :
No available slot/No open schedule Has Prerequisite For Retake With Corequisite Subject Already Taken

REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

Click to Register your Subject(s)

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule	Faculty/Teacher's Name
<input checked="" type="checkbox"/>	CWRLD	The Contemporary World	3		3	[49] ABID 2-A	MBALAJON, MIRA DELLOMES
<input checked="" type="checkbox"/>	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST102	Introduction to Phil				[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST103	Socio-Anthropology				[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST104	Advanced Personal				[49] ABID 2-A	
<input checked="" type="checkbox"/>	IRS3	Spirituality in the W				[49] ABID 2-A	
<input checked="" type="checkbox"/>	LOGIC	Logic				[49] ABID 2-A	
<input checked="" type="checkbox"/>	PED3	Swimming and Recreation	2		2	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PSPEAK	Public Speaking	3		3	[49] ABID 2-A	
			TOTAL UNITS : 26/(0)				

Before selecting a schedule, make sure that the checkbox of the course is filled.

This column shows the available schedule/s for a course. Click the dropdown button to see more schedules.

◆ Please take note that during the *first week of enrollment*, you can only select the schedules assigned to your Program, Year Level and/or Section

2

RESERVATION OF COURSES (cont'd)

At this point, the students will be the one to reserve their courses on their own after paying their enrollment fee and has been advised by their ACs of the courses that they will be taking

2.3 Click the **"Click to Register your Subject(s)"** button to review and reserve your courses and to view your total assessment.

Subject(s) Registration

Student Name : Student No. :
 Program : BACHELOR OF ARTS MAJOR IN INTERDISCIPLINARY STUDIES - ABID Level : Second Year
 School Year : 2022-2023 Semester : First
 Status : Old (Regular) (26 Unit(s) Allowed) (C.Y. 1920) (T.Y. 2122) B Section : A
 Date Enrolled : July 15, 2022 Enrollment Form:

LEGEND :
 No available slot/No open schedule Has Prerequisite For Retake With Corequisite Subject Already Taken

REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule	Faculty/Teacher's Name
<input checked="" type="checkbox"/>	CWRLD	The Contemporary World	3		3	[49] ABID 2-A	ABALAJON, MIRA DELLOMES
<input checked="" type="checkbox"/>	IDST101	Introduction to Interdisciplinary Studies			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST102	Introduction to Philosophical Perspectives			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST103	Socio-Anthropology			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IDST104	Advanced Personality Development			3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	IRS3	Spirituality in the Workplace	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	LOGIC	Logic	3		3	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PED3	Swimming and Recreation	2		2	[49] ABID 2-A	
<input checked="" type="checkbox"/>	PSPEAK	Public Speaking	3		3	[49] ABID 2-A	

Click to Register your Subject(s)

Before clicking the **Click to Register your Subject(s)** button, please make sure to **review your courses and selected schedules** as you can no longer make anymore changes after.

If you wish to remove advised subject(s), **uncheck the checkbox** to remove selected course from the "Registered Subject(s) for the Current Semester"

LEGEND :
 No available slot/No open schedule Has Prerequisite For Retake

REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

#	Subject Code	Description
<input checked="" type="checkbox"/>	CWRLD	The Contemporary World
<input checked="" type="checkbox"/>	IDST101	Introduction to Interdisciplinary Studies
<input checked="" type="checkbox"/>	IDST102	Introduction to Philosophical Perspectives
<input checked="" type="checkbox"/>	IDST103	Socio-Anthropology

2

RESERVATION OF COURSES (cont'd)

At this point, the students will be the one to reserve their courses on their own after paying their enrollment fee and has been advised by their ACs of the courses that they will be taking

2.4 After registering your courses, a Message Alert will display on your portal. Click the "Okay" button

Message Alert

The system notice that you have already paid your Upon Enrollment Payment. Click the **Save Registration** button if you do not want to make another payment. Choose another payment option from the dropdown if you would like to make another payment. Thank you.

Okay

2.5 Review reserved subjects. Click the "Save Registration" button to enroll your courses.

Student Name

Program

Status

School Year

Date Registered

Enrollment Form

Date Enrolled

BACHELOR OF SCIENCE IN ACCOUNTANCY - BABA

New (Regular) (27.5 Unit(s) Allowed) (C.Y. 2223) (T.Y. 2223) (Category B) NSTP(CWTS)

2022-2023

Validated - Jul 23, 2022

July 23, 2022

Student No.

Year Level

Section

Semester

Site Code

First Year

B

First


USLS

Registered Subjects and Class Schedule:

#	Section	Subject Code	Description	Lec	Lab	Credited Units	Faculty/Teacher's Name	Time	Day	Room
1	ACCT101	BABA 1-B	Basic Accounting (Basic Corporate Accounting - SE and FS Presentation)	6	0	6	06:30PM - 08:30PM	T/TH	W 13	
2	COMLAW1	BABA 1-B	Law on Obligations and Contracts	3	0	3	05:30PM - 06:30PM	M/W	MM 24	
3	CWRLD	BABA 1-B	The Contemporary World	3	0	3	03:30PM - 04:30PM	T/TH	MM 32	
4	IGG	BABA 1-B	Group Guidance 1	1.5	0	1.5	03:30PM - 04:30PM	M	MM 24	
5	IRS1	BABA 1-B	Lasallian Spirituality	3	0	3	07:30AM - 08:30AM	T/TH	C 13	
6	MATHMW	BABA 1-B	Mathematics in the Modern World	3	0	3	02:30PM - 03:30PM	M/W	MM 24	
7	NSTP1	BABA 1-B	National Service Training Program 1	3	0	3	01:30PM - 04:30PM	S	B 21	
8	PED1	BABA 1-B	Wellness and Fitness	2	0	2	03:30PM - 04:30PM	W	CC	
9	RHIST	BABA 1-B	Readings in Philippine History	3	0	3	04:30PM - 05:30PM	T/TH	MM 33	
						TOTAL	27.5/(0)			

Save Registration

Back to Registration


 If you are a **regular student** and have reserved your courses, please proceed to **Step 3 for the Validation of your enrollment**. Otherwise, please proceed to the next page for the reservation of courses for **irregular students**.

3

ENROLLMENT VALIDATION

Validation of your enrollment is the last step for you to be officially enrolled in the semester.

3.1 After clicking the *Save Registration* button, the **UNDERTAKING FORM** will appear on your portal. Please read the content and fill-out the *Preferred Modality survey*, then click the “**Submit Confirmation**” button

Academic Information Management System

Message Announcement Class Offerings Registration Password Log Trail

Upload Deposit Slip Calendar

BACHELOR OF ARTS MAJOR IN COMMUNICATIONS
Old (Regular) (9 Unit(s) Allowed) (C.Y. 2021) (T.Y. 2021-2022)
July 05, 2022
Unvalidated
June 28, 2022

Subjects and Class Schedule:

Section	Subject Code	Description
CT3	ABCO 2-A	Communication Elective 3
CT4	ABCO 2-A	Communication Elective 4

UNDERTAKING FORM

University of St. La Salle
CONFIRMATION AND VALIDATION OF ENROLLMENT FORM
Higher Education Unit

PLEASE READ: Make sure you are done reserving all of your subjects first before submitting confirming this UNDERTAKING FORM for your enrollment validation. You Can no longer make any more changes with your reserved subjects if you have been validated. For more detailed instructions, please read and follow the enrollment steps on our FB page: @uslsregistrar.

UNDERTAKING
SUMMER Semester SY 2021-2022

I have reviewed the listed enrolled courses and find them to be correct based on my current academic status and the sequence of the courses that I need to take as indicated in the Undergraduate Catalogue. **IN CASE OF ANY ERROR (COURSE ENROLLED TWICE OR BEFORE A PREREQUISITE) IN MY ENROLLED SUBJECTS AS SHOWN ABOVE, I ASSUME FULL RESPONSIBILITY OF SUCH ERROR. I ALSO AGREE TO THE CONDITION THAT ANY SUBJECT ENROLLED BEFORE COMPLETION OF ITS PREREQUISITE WILL BE DECLARED AS INVALID, HENCE, NO CREDIT IS EARNED.**

☐ I confirm

The University of St. La Salle Higher Education Unit (HEU) has been authorized by the Commission on Higher Education (CHED) to offer limited face-to-face classes in all 63 Higher Education Academic Programs and it adheres to the CHED guidelines on the conduct of limited face-to-face classes under different alert levels.

There are subjects that would require a face-to-face class. Would you be willing to come and attend class on campus?

☐ Yes ☐ No

No, Cancel **Submit Confirmation**

By doing this procedure, you will be considered as officially enrolled and your enrollment form will be validated.

After this procedure, you are no longer allowed to make any changes with your enrolled courses.

You may generate and print your validated Enrollment Form through your Student Portal.

3.2 Click the “**Okay, Close**” button after another Message Alert appears

Confirmation Alert Message!

Your registration and assessment has been saved. Please wait for the school personnel to confirm your enrollment status. You will received an Enrollment Confirmation message once your enrollment status is confirmed. Thank you.

Okay, Close

3


ENROLLMENT VALIDATION (cont'd)

Validation of your enrollment is the last step for you to be officially enrolled in the semester.

At this point, you are considered as officially enrolled for the semester. Kindly wait for your enrolled courses to be uploaded on your Canvas Dashboard and/or any communications from your departments.

Subject(s) Registration

Student Name	: DELANTE, MICAH YLLA GONZALES (ENROLLED)	Student No.	: 2010235
Program	: BACHELOR OF SCIENCE IN ACCOUNTANCY - BABA	Level	: First Year
School Year	: 2022-2023	Semester	: First
Status	: New (Regular) (27.5 Unit(s) Allowed) (C.Y. 2223) (T.Y. 2223) B	Section	: B
Date Enrolled	: July 23, 2022	Enrollment Form	: Validated - Jul 24, 2022



REGISTERED SUBJECT(S) FOR THE CURRENT SEMESTER

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule	Faculty
1	ACCT101	Basic Accounting (Basic Corporate Accounting - SE and FS Presentation)	6	0	6	T 06:30PM-08:30PM W 13/TH 06:30PM-08:30PM W 13	
2	COMLAW1	Law on Obligations and Contracts	3	0	3	M 05:30PM-06:30PM MM 24/W 05:30PM-06:30PM MM 24	
3	CWRLD	The Contemporary World	3	0	3	T 03:30PM-04:30PM MM 32/TH 03:30PM-04:30PM MM 32	
4	IGG	Group Guidance 1	1.5	0	1.5	M 03:30PM-04:30PM MM 24	
5	IRS1	Lasallian Spirituality	3	0	3	T 07:30AM-08:30AM C 13/TH 07:30AM-08:30AM C 13	
6	MATHMW	Mathematics in the Modern World	3	0	3	M 02:30PM-03:30PM MM 24/W 02:30PM-03:30PM MM 24	
7	NSTP1	National Service Training Program 1	3	0	3	S 01:30PM-04:30PM B 21	
8	PED1	Wellness and Fitness	2	0	2	W 03:30PM-04:30PM CC	
9	RHIST	Readings in Philippine History	3	0	3	T 04:30PM-05:30PM MM 33/TH 04:30PM-05:30PM MM 33	

TOTAL UNITS : 27.5/(0)

[Validate Registration](#)
[Official Enrollment Form](#)
[Generate your COR](#)
[View your Assessment](#)

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After validating your enrollment, you will be directed to the *Student Registration* tab of your Student Portal. Kindly review your status and your enrolled courses on your Student Portal. You may also generate, download and print your Enrollment/Registration Form.

FOR INQUIRIES

For Enrollment Concerns

Email Address: gsce.document@usls.edu.ph

Telephone No.: (034) 433-1278

Trunk Line No.: (034) 434-6100 local 120

For Admission & Scholarship Concerns

Email Address: heu.admission@usls.edu.ph

Telephone No.: (034) 433-7019

Trunk Line No.: (034) 434-6100 local 124

For Tuition & Payment Concerns

Email Addresses: studentaccounts@usls.edu.ph
cashiers@usls.edu.ph

Trunk Line No.: (034) 434-6100 local 109

(034) 434-6100 local 160