



TAÑADA-DIOKNO SCHOOL OF LAW ENROLLMENT
2nd SEMESTER, AY 2025-2026

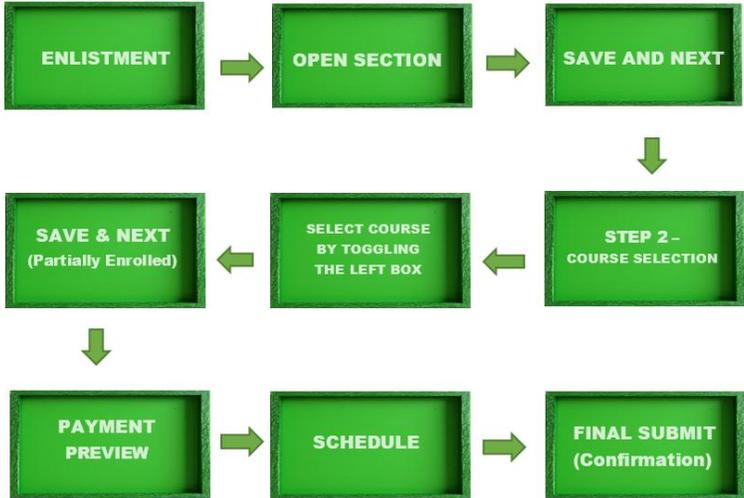
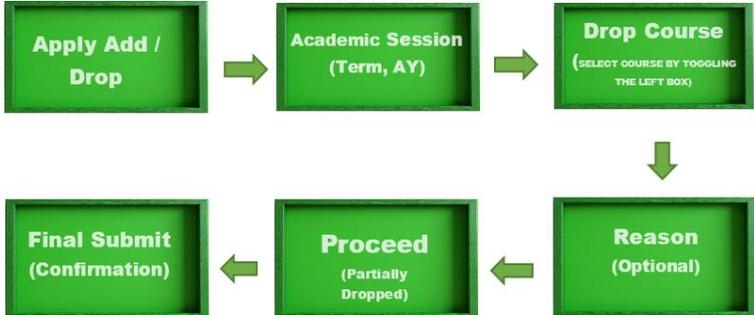
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PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
1	Account Activation		For students who paid tuition after 21 Jul 2025 , activate your My.LaSalle account via https://archershubstudent.dlsu.edu.ph/
2	Settlement of Clearance	Deadline until 20 Dec 2025	<ul style="list-style-type: none"> Access https://archershubstudent.dlsu.edu.ph/
3	Academic Advising		<ul style="list-style-type: none"> View Primer on Graduate Studies Enrollment at https://www.dlsu.edu.ph/wp-content/uploads/2019/04/brochure_new_graduate.pdf
4	1. Online Enrollment/Enlistment	Jan 14, 2026 and Jan 17, 2026 <i>(Please see the table below for your reference)</i>	<p>Log in at https://archershubstudent.dlsu.edu.ph/ to do the following:</p>  <p>*Fixed Section – For students who selected a block *Open Section – For students who did not select a block</p> <hr/> <p>*Add/Drop Procedure</p> 
	4.2 Add/Dropp (Online Adjustment)		<p>REMINDER</p> <ul style="list-style-type: none"> A RETENTION FEE corresponding to the dropping period will be charged to students who DROP courses after the start of the term. Student must have no pending clearance/s issues with other offices

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ONLINE ENROLLMENT SCHEDULE

(ADD AND DROP COURSES) via Animo.sys

SCHEDULED STUDENTS	START DATE	START TIME
Block students - FIXED Section (Confirmation of Enrollment)	Jan 14, 2026 (W)	09:00 AM
RETURNEES and STUDENT TUTORS for 2nd Semester AY 2025-2026	Jan 15, 2026 (H)	09:00 AM – 12:00 PM
Online Enrollment is restricted (See the enrollment instructions.)		12:00 PM – 02:00 PM
NON-BLOCK STUDENTS ALL students not pre-enrolled in a block		02:00 PM – 05:00 PM
Online Enrollment is closed.		05:00 PM
ALL STUDENTS (NTJD / NTJDP) Enlistment/Adjustment/Confirmation		Jan 16, 2026 (H-F)
DEADLINE OF CONFIRMATION OF ENROLLMENT (ALL STUDENTS)	Jan 16, 2026 (F)	11:59 AM
Auto-dropping of Enrollment	Jan 17, 2026 (S)	12:00 AM

Note: Students who want to drop and add must confirm enlistment first before proceeding with the add/drop facility

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REINSTATEMENT OF COURSES

<p>REINSTATEMENT OF COURSE/S WHO AUTO-DROPPED ON 19 Jan 2026 CAN APPLY FOR REINSTATEMENT ONLY</p>	<p>Jan 19 to Jan 31, 2026</p>	<ul style="list-style-type: none"> To make a reinstatement request, please access this online submission facility: Reinstatement Request. (or in the Archers Hub Service Request facility, if already available). Requests with incomplete requirements (including proof of payment) will NOT be processed. All requests are subject to evaluation, approval, and processing, which will take at least four working days. A reinstatement fee of Php 2,000 must be paid, and proof of payment must be uploaded upon submission of the request for reinstatement.
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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
<p>Returnees</p> <p><u>REMINDERS:</u> Student must have no pending clearance/s with other offices</p>	<p>November 7, 2025 – December 10, 2025 (12 pm)</p>	<ul style="list-style-type: none"> Accomplish the Google Forms below using DLSU Gmail TDSOL: https://forms.returnee <p><i>(Note: Student who has no approved LOA from previous term will be charged with a returnee fee of Php 3,000)</i></p> <ul style="list-style-type: none"> An email from OUR will be sent to your DLSU Gmail regarding MLS activation Enrollment of courses is through Archershub on 14-15 Jan 2026 (08:00 AM – 11:59 PM). <i>(Please see the schedule above).</i> <i>There will be no OUR/ITS/TDSOL support during the Christmas Break</i>

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LEAVE OF ABSENCE APPLICATION

ACTIVITY	DATE AND TIME	DETAIL
<p>Leave of Absence Application</p> <p>Effective for Sem 2, AY 2024-2025 *LOA is only applicable to eligible students</p> <p>REMINDERS:</p> <ul style="list-style-type: none"> ● <i>Filing a Leave of Absence is considered as whole sem. If it's a day/week, consult the Assistant Dean for Academic Advising of the College or APO because it should not be a Leave of Absence.</i> ● <i>If the student enlisted for Sem 2, AY 25-26 and wants to apply for LOA, he/she may drop the course/s immediately using Archers Hub account before the sem starts to avoid charges/ retention fee</i> 	<p>Jan 05, 2026 – May 30, 2026 (08:00 PM)</p>	<ol style="list-style-type: none"> 1. Student to accomplish and save in PDF format the LOA form through this link http://bit.ly/LOA_Form 2. The student may submit the accomplished LOA form and required documents below, and submit the application via this link. <ul style="list-style-type: none"> ✓ Medical certificates with a clear contact number of attending physicians and a Psychiatrist (for mental health concerns) are required. ✓ Other Supporting Documents (if applicable only) 3. A copy of the Google form response will be sent to the student's email as an acknowledgment receipt. 4. Students who are currently enrolled/enlisted will be dropped or withdrawn (whichever is applicable) from all enrolled courses, depending on the date of submission, subject to appropriate fees. 5. Application will be evaluated, and once deemed complete, OUR will process the LOA, as endorsements/approvals from other offices shall no longer be required. The student will be informed through email once the LOA is processed, no later than 4 working days after the application is submitted. 6. It is the responsibility of the student to ensure that all necessary forms and documents are submitted; thus, an incomplete application will not be processed. 7. Beginning Sem 1, AY 2023-24, students may be on LOA for a term or more, as there shall be no limit as to the number of terms a student may apply for LOA. 8. Upon return from LOA, the student will have to coordinate with the following offices to check if they have any accountability that needs to be settled before applying for returnee enrollment. <ul style="list-style-type: none"> ● CPS ● SDFO ● FAO ● HSO/Clinic ● Assistant Dean for Academic Advising

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TUITION FEE PAYMENT

ACTIVITY	DEADLINE	DETAILS
Payment Without Penalty	Until Jan 24, 2026 (Saturday)	<ul style="list-style-type: none"> Students may check their MLS view assessment to verify their official receipt (OR) after payment
REMINDERS:		
Payment With Penalty	Starting Jan 26, 2025 (Monday)	<ol style="list-style-type: none"> For further clarification or questions, an email may be sent to: cashiers@dlsu.edu.ph <ol style="list-style-type: none"> Unposted payments Requests for Official Receipts (OR's) Payment channels
For two (2/3) installment payments	Feb 28, 2026 (Saturday)	<p>ocfo.studentservices@dlsu.edu.ph</p> <ol style="list-style-type: none"> Refunds Credit memos (scholars) Clearances Certifications Tuition balances
For three (3/3) installment payments	May 30, 2026 (Saturday)	<ol style="list-style-type: none"> Please save a screenshot of your view assessment from your immediate previous term as OR details are reflected, you may need this for the activation of your MLS account. Sample installment computation may be found through https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf

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DEADLINE OF DROPPING COURSES

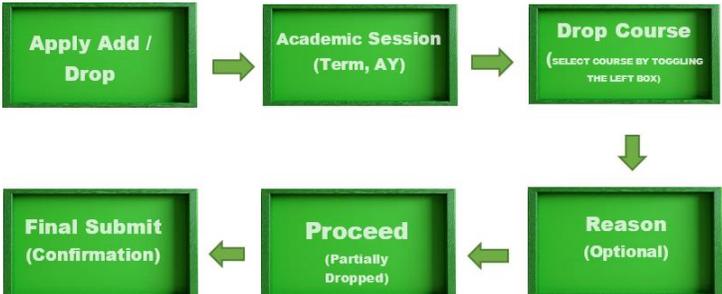
REFUND	RETENTION FEE	START DATE	END DATE
	<i>(for partial or with no initial payment)</i>		
100%	0%	Jan 06, 2026	Jan 18, 2026
90%	10%	Jan 19, 2026	Jan 25, 2026
50%	50%	Jan 26, 2026	Feb 01, 2026
0%	100%	Feb 02, 2026	Feb 15, 2026
Withdrawal of Courses (NO Refund)	100%	Feb 16, 2026	Mar 31, 2026 (08:00 pm only)

Note: A retention fee will be charged for dropping /withdrawing from a course or subject that starts on January 19, 2025, until February 15, 2026.

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PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
<p>Online Dropping</p> <p>Monday- Saturday (until 08:00 pm)</p>	<ul style="list-style-type: none"> ● ID 125 and below ● Returnee 	<p>Log in at https://archershubstudent.dlsu.edu.ph/ and follow these steps:</p>  <pre> graph TD A[Apply Add / Drop] --> B[Academic Session (Term, AY)] B --> C[Drop Course (SELECT COURSE BY TOGGING THE LEFT BOX)] C --> D[Reason (Optional)] D --> E[Proceed (Partially Dropped)] E --> F[Final Submit (Confirmation)] </pre>
<p>Manual Dropping</p>	<ul style="list-style-type: none"> ● ID 125 New students ● Student with Inactive animo.sys account <p>REMINDERS:</p> <ul style="list-style-type: none"> ● Student must have no pending clearance/s issues with other offices 	<ol style="list-style-type: none"> 1. Student must accomplish the Application for Manual Dropping Form https://bit.ly/COL_Manual_Dropping 2. OUR will coordinate with the Associate Dean of the College/School and will request their endorsement 3. Once cleared, Enrollment In-Charge will drop the courses of the enrolled subjects of the students. 4. An email will be sent to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account

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CONTACT INFORMATION

ENROLLMENT SUPPORT	DATE AND OFFICE HOURS	DETAILS
<p>NOTE: Except for Saturdays, Sundays / Holidays / Non-working days</p> <p>Lunch Break: Monday to Friday 12:00 noon to 01:30 pm</p>	<ul style="list-style-type: none"> ● <u>Mon-Fri</u> 09:00 am to 12:00 pm and 01:30 pm to 05:00 pm ● <u>Sat</u> 09:00 am to 12:00 pm ● <u>DLSU Trunk Line:</u> <p>➤ OUR Enrollment Concern (632) 8-524-46-11 Local 116</p> <p>➤ TDSOL Enrollment Concern (632) 8-779-244 Local 606</p>	<ul style="list-style-type: none"> ● For the complete list of fees, you may visit GLOSSARY FEE ● For the approximate computation of tuition and fees, you may visit TUITION FEE CALCULATOR ● Please visit the FAQs and report form before submitting an issue ENROLLMENT FAQS ● For concern/s, kindly email OUR at registrar@dlsu.edu.ph. For ITS, kindly visit the ENROLLMENT LOG using your DLSU Gmail account.

COLLEGE CONCERNS	COLLEGE/ SCHOOL	EMAILS	
		Associate Dean	Academic Programming Officer (APO)
<p>For the following, but not limited to:</p> <ul style="list-style-type: none"> ● LOA ● Manual Dropping 	<p>Tanada-Diokno School of Law (TDSOL)</p>	<p>assocdeanCOL@dlsu.edu.ph</p>	<p>MR. REGGIE REYES reggie.reyes@dlsu.edu.ph</p>