



**GRADUATE STUDIES ENROLLMENT**  
**TERM 2, AY 2025-2026**  
*(Excluding School of Law)*

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# GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2025-2026

*(Excluding School of Law)*

## PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
1	<b>Account Activation</b>		For students who paid tuition <b>after 01 Sept 2025</b> , activate your My.LaSalle account via <a href="https://archershustudent.dlsu.edu.ph/">https://archershustudent.dlsu.edu.ph/</a>
2	<b>2A: Settlement of Clearance</b>	<b>Deadline until 10 Dec 2025</b>	Access <a href="https://archershustudent.dlsu.edu.ph/">https://archershustudent.dlsu.edu.ph/</a>
	<b>2B: Academic Advising</b>		<ul style="list-style-type: none"> <li>View Primer on Graduate Studies Enrollment at <a href="https://www.dlsu.edu.ph/wp-content/uploads/2019/04/brochure_new_graduate.pdf">https://www.dlsu.edu.ph/wp-content/uploads/2019/04/brochure_new_graduate.pdf</a></li> </ul>
3	<b>Online Enrollment</b>	Dec 17, 2025 (08:00 AM) – Dec 18, 2025 (11:59 PM)	<p>3.1 Log in at <a href="https://archershustudent.dlsu.edu.ph/">https://archershustudent.dlsu.edu.ph/</a> to do the following:</p>  <pre> graph TD     A[ENLISTMENT] --&gt; B[OPEN SECTION]     B --&gt; C[SAVE AND NEXT]     C --&gt; D[STEP 2 - COURSE SELECTION]     D --&gt; E[SELECT COURSE BY TOGGING THE LEFT BOX]     E --&gt; F[SAVE &amp; NEXT (Partially Enrolled)]     F --&gt; G[PAYMENT PREVIEW]     G --&gt; H[SCHEDULE]     H --&gt; I[FINAL SUBMIT (Confirmation)]     </pre> <ul style="list-style-type: none"> <li>A <b>RETENTION FEE</b> corresponding to the dropping period will be charged to students who will <b>DROP/SWAP</b> courses after the start of the term. Students who are tagged as <b>INELIGIBLE</b> in the system must coordinate with the Academic Programming Officer of the college (see the last page for details)</li> </ul>

<b>Online Late Enrollment / Adjustment (Except for ID 125 New Transferee Student)</b>	<b>Dec 17 (08:00 AM) - Dec 20, 2025 (11:59 PM);</b> <b>Jan 01 (08:00 AM) - Jan 03, 2026 (08:00 PM)</b>	<p>A <b>RETENTION FEE</b> corresponding to the dropping period will be charged to students who will <b>DROP/SWAP</b> courses once the term starts.</p> <p>Log in <a href="http://animo.sys.dlsu.edu.ph">http://animo.sys.dlsu.edu.ph</a></p> <p>Please note that ITS and OUR/APO technical support will be unavailable starting <b>18 December 2025 to 04 January 2026</b>. We encourage all users to check that their access and accounts are working properly before the Christmas break.</p>
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**MANDATORY CONFIRMATION OF ENROLLMENT**

<p>4</p>	<p>Starts on Dec 18, 2025 at 10:00 PM up to Jan 03, 2026 at 11:59 PM</p>	<p>Please follow the confirmation steps below</p> <pre>graph TD; A[1. Log in via https://my.dlsu.edu.ph] --&gt; B[2. Click "View Assessment"]; B --&gt; C[3. Click "Select School Year and Term" search and click the "Submit" button.]; C --&gt; D[4. Click "I agree to the Terms and Conditions of this transaction" Checkbox.]; D --&gt; E[5. Enter your MLS password and then click "Confirm" button]; E --&gt; F[6. Click either "Pay Now" or "Pay Later" button]; F --&gt; G[7. If "Pay Now" button is selected, click the "Proceed to Online Payment" button]; G --&gt; H[8. If "Pay Later" button is selected, click "Select School Year and Term" search and click the "Submit" button]; H --&gt; C;</pre> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>● <b>Confirmation of Enrollment is a <u>MUST</u>.</b></li><li>● Students who will <b>NOT CONFIRM</b> their enrollment via <u>My.LaSalle</u> will be <b>AUTO-DROPPED</b> from <b>ALL</b> their enlisted courses starting <b><u>Jan 04, 2026 (12:00 AM)</u></b>.</li><li>● <b>Auto-dropped courses can be re-enlisted/enrolled during the schedule of online special adjustment, provided that slots are still available.</b></li><li>● <b>Scholars under the Office of Admissions and Scholarships <u>must choose the Pay Later option</u> as they need to process and secure the Certificate of support (COS) before paying the tuition and fees.</b></li></ul>
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# GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2025-2026

*(Excluding School of Law)*

## PRINTING OF EAF

<b>Reminders:</b>	<ul style="list-style-type: none"> <li>➤ The MLS Print EAF facility will be open starting <b>30 Aug 2025</b>.</li> <li>➤ A student who adjusted their enrollment <b><u>must print the updated EAF</u></b> based on the table of schedule.</li> </ul>		
DATE	TIME	COLLEGE	ID NO.
<b>19 Dec 2025</b>	08:00 AM – 09:00 AM	<b>SIS</b>	ID 123 & below
	09:01 AM – 10:00 AM		ID 124 & ID 125
	10:01 AM – 11:00 AM	<b>BAGCED</b>	ID 123 & below
	11:01 AM – 12:00 NN		ID 124 & ID 125
	12:01 PM – 01:00 PM	<b>COS</b>	ID 123 & below
	01:01 PM – 02:00 PM		ID 124 & ID 125
	02:01 PM – 03:00 PM	<b>CCS</b>	ID 123 & below
	03:01 PM – 04:00 PM		ID 124 & ID 125
	04:01 PM – 05:00 PM	<b>RVRCOB</b>	ID 122 & below
	05:01 PM – 06:00 PM		ID 123
	06:01 PM – 07:00 PM		ID 124
	07:01 PM – 08:00 PM		ID 125
<b>20 Dec 2025</b>	08:00 AM – 09:00 AM	<b>GCOE</b>	ID 122 & below
	09:01 AM – 10:00 AM		ID 123
	10:01 AM – 11:00 AM		ID 124
	11:01 AM – 12:00 NN		ID 125
	12:01 PM – 01:00 PM	<b>CLA</b>	ID 122 & below
	01:01 PM – 02:00 PM		ID 123
	02:01 PM – 03:00 PM		ID 124
	03:01 PM – 04:00 PM		ID 125
	04:01 PM – 05:00 PM		ID 123 & below
	05:01 PM – 06:00 PM	<b>CLTSOE</b>	ID 124 & ID 125
<b>21 Dec 2025 (08:00 AM – 08 Feb 2026 (08:00 PM))</b>		<b>EAF PRINTING (ALL COLLEGES)</b>	
<b>05 Jan 2026 (M) (12:00 AM)</b>		<b>[First Round] Auto Dropping of all students with unconfirmed enrollment</b>	
<b>05 Jan 2026 (08:00 AM) – 10 Jan 2026 (08:00 PM)</b> <i>Note: Dropping percentage will apply; a 10% retention fee will be charged for every course dropped or adjusted</i>		<b>Online Special Adjustment (ALL COLLEGES)</b> <i>Note: Student may re-enlist the course/s that was auto-dropped due to non-confirmation.</i>	
<b>11 Jan 2026 (12:00 AM)</b>		<b>[Second Round] Auto Dropping of all students with unconfirmed enrollment</b>	
<b>1. REINSTATEMENT OF COURSE/S WHO AUTO-DROPPED ON</b>  <b>11 Jan 2026 (12:00 AM) CAN APPLY FOR REINSTATEMENT ONLY</b>	<b>12 Jan (08:00)-17 Jan 2026 (20:00)</b>	<ul style="list-style-type: none"> <li>• To make a reinstatement request, please access this online submission facility: <a href="#">Reinstatement Request</a>. Requests with incomplete requirements (including proof of payment) will NOT be processed.</li> <li>• All requests are subject to evaluation, approval, and processing which will take at least four working days.</li> <li>• Download the reinstatement <a href="#">assessment form</a> and pay to the campus cashier (Official Receipt is required for uploading)</li> <li>• A reinstatement fee of Php 2,000 is non refundable</li> </ul>	
<b>2. MANDATORY CONFIRMATION</b>	<b>13 Jan – 31 Jan 2026</b>	<ul style="list-style-type: none"> <li>• This confirmation schedule is for those with approved reinstatement only.</li> </ul>	

# GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2025-2026

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## OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
<b>Returnee</b>	Nov 03, 2025 – Dec 18, 2025 (08:00 pm)	<ol style="list-style-type: none"> <li>Students with inactive DLSU Gmail accounts must send the email using their personal email address and attach a copy of their DLSU ID to the Academic Programming Officer of their college.</li> <li>Accomplish the Google Forms below according to your college using DLSU Gmail:  LAGUNA COLLEGE: <a href="#">Returnee_LagunaCollege</a> BAGCED: <a href="http://bit.ly/Returnee_BAGCED">http://bit.ly/Returnee_BAGCED</a> CCS: <a href="http://bit.ly/Returnee_CCS">http://bit.ly/Returnee_CCS</a> CLA: <a href="http://bit.ly/Returnee_CLA">http://bit.ly/Returnee_CLA</a> GCOE: <a href="http://bit.ly/Returnee_GCOE">http://bit.ly/Returnee_GCOE</a> COS: <a href="http://bit.ly/Returnee_COS">http://bit.ly/Returnee_COS</a> RVRCOB: <a href="http://bit.ly/Returnee_RVRCOB">http://bit.ly/Returnee_RVRCOB</a> CLTSOE: <a href="http://bit.ly/Returnee_SOE">http://bit.ly/Returnee_SOE</a></li> </ol> <p><i>(Note: Student who has no approved LOA from the previous term will be charged a returnee fee of Php 2,000)</i></p> <ol style="list-style-type: none"> <li>Animo.sys will be activated, and IT Services will send an email with the activation details to the student's DLSU Gmail.</li> <li>Students will have to do the online enrollment after the activation of the MLS/Animo.sys account <b>on Dec 18, 2025 – Dec 20, 2025</b> and on <b>05-10 Jan 2026</b>.</li> </ol>
<b>Special Class Enrollment</b>	Dec 12, 2025 – Jan 07, 2026 (08:00 pm)	<p><b>SUBMISSION THROUGH GOOGLE FORMS</b> Students must complete the Google Form of the college where the students would want to enroll in a special class using the student DLSU email:</p> <p>LAGUNA COLLEGE: <a href="#">Special Class_LAGUNA</a> BAGCED: <a href="https://bit.ly/GS_SpecialClass_BAGCED">https://bit.ly/GS_SpecialClass_BAGCED</a> CCS: <a href="https://bit.ly/GS_Special Class_CCS">https://bit.ly/GS_Special Class_CCS</a> CLA: <a href="https://bit.ly/GS_Special Class_CLA">https://bit.ly/GS_Special Class_CLA</a> COS: <a href="https://bit.ly/GS_Special Class_COS">https://bit.ly/GS_Special Class_COS</a> GCOE: <a href="https://bit.ly/GS_Special Class_COE">https://bit.ly/GS_Special Class_COE</a> RVRCOB: <a href="https://bit.ly/GS_Special Class_RVRCOB">https://bit.ly/GS_Special Class_RVRCOB</a> CLTSOE: <a href="https://bit.ly/GS_Special Class_SOE">https://bit.ly/GS_Special Class_SOE</a></p>
	Jan 08, 2026 – Jan 24, 2026 (08:00 pm)	<p><b>EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL</b></p> <ol style="list-style-type: none"> <li>The Colleges and Departments shall evaluate applications. After evaluation, the College shall inform the student of the decision regarding the submitted Application for Special Class not later than <b>Jan 17, 2026</b>.</li> </ol> <p>Revised EAF can be downloaded <b>after three (3) working days</b> upon approval information or <b>not later than Jan 17, 2026</b>.</p>
		<p><b><u>REMINDERS:</u></b></p> <ol style="list-style-type: none"> <li>Students must have <b>no pending clearance/s</b> with other offices.</li> <li>Students must pay for the courses enrolled online following the <b><u>deadline for payment without surcharge</u></b>.</li> <li><b>Incomplete requirements will not be processed.</b> Before submitting, ensure you have completed all the processing requirements.</li> </ol> <p><b><u>MANDATORY CONFIRMATION OF ENROLLMENT IN SPECIAL CLASS IS A MUST</u></b></p>

## OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
<p><b>Leave of Absence Application</b></p> <p><b>Effective for Term 2, AY 2025-2026</b></p> <p><b>REMINDEERS:</b></p> <ul style="list-style-type: none"> <li>● <i>Filing a Leave of Absence covers the whole term. If absence will only be for a day/week, consult the College Associate Dean</i></li> <li><i>or APO as such is NOT considered a Leave of Absence.</i></li> <li>● <i>If the student enlisted for Term 1, AY 25-26 and intends to apply for LOA, he/she <u>must drop the course/s immediately using Animo.sys account before the term starts to avoid charges/retention fee.</u></i></li> <li>● <i>Dropping during the start of the term (as one files for LOA) will be charged with <u>applicable retention fees.</u></i></li> </ul>	<p><b>24 Nov 2025</b></p> <p style="text-align: center;">—</p> <p><b>07 Mar 2026</b> <b>(08:00 PM)</b></p>	<ol style="list-style-type: none"> <li>1. Students must apply for LOA through this <a href="#">Gform</a> together with the documents below:                         <ul style="list-style-type: none"> <li>➤ <i>A Medical Yellow slip issued by HSO (for medical/health reasons) and email endorsement/validation from Counseling and Psychological Services (for mental health reasons) are required.</i></li> <li>➤ <a href="#">LOA Form</a> and valid ID of the Parents/Guardian on Records</li> <li>➤ <i>Supporting Documents (if applicable only)</i></li> <li>➤ <i>Clearance from the Office of Admissions and Scholarships (for OAS scholars only)</i></li> </ul> </li> <li>2. A copy of the Google form response will be sent to the student's email as an acknowledgment receipt.</li> <li>3. Students currently enrolled/enlisted will be dropped or withdrawn (whichever is applicable) from all enrolled courses depending on the submission date, subject to appropriate fees.</li> <li>4. The application will be evaluated, and once deemed complete, OUR will process the LOA, as endorsements/approvals from other offices shall no longer be required. Students will be informed through email once the LOA is processed within four working days of application submission.</li> <li>5. The student must ensure that all necessary forms and documents are submitted; thus, an incomplete application will not be processed.</li> <li>6. Beginning Term 3, AY 2022-23, students may be on LOA for a term or more, as there shall be no limit on the number of terms a student may apply for.</li> <li>7. 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"> <li>➤ <b>CPS</b></li> <li>➤ <b>SDFO</b></li> <li>➤ <b>FAO</b></li> <li>➤ <b>HSO/Clinic</b></li> <li>➤ <b>Associate Dean</b></li> </ul> </li> <li>8. <b>(FOR DLSU SCHOLARS ONLY)</b>  <i>Students who receive scholarship grants should officially inform the DLSU Office of Admissions and Scholarships (OAS) in writing that they intend to take an LOA. Remember that taking an LOA is grounds for terminating a scholarship grant unless OAS gives special consideration due to meritorious cases. Please check the provisions in your Scholarship Guidelines related to the LOA stipulated <a href="#">here.</a></i></li> </ol>

# GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2025-2026

(Excluding School of Law)

## OTHER ENROLLMENT INFORMATION

<b>Audit Class Enrollment</b>	Dec 12, 2025 – Jan 10, 2026 (08:00 PM)	<ol style="list-style-type: none"> <li>1. Students must complete the Application for Audit Class <a href="http://bit.ly/Audit_Class">http://bit.ly/Audit_Class</a></li> <li>2. OUR will coordinate with the Associate Dean of the College/School and will request their endorsement</li> <li>3. Once cleared, the Enrollment In-Charge will encode the courses to the subjects enrolled by the students.</li> <li>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.</li> </ol>
	<b>REMINDERS</b>	<ol style="list-style-type: none"> <li>1. Student must have <b>no pending clearance/s</b> with other offices</li> <li>2. <b>Incomplete requirements will not be processed.</b></li> <li>3. Before submitting, ensure that you have accomplished all requirements needed for processing.</li> <li>4. Non-DLSU student who will enroll in an audit class have to submit an application for Cross Enrollment or Application for Non-Degree (with a separate application schedule)</li> </ol>
<b>Graduate Studies Shifting Procedure and Schedule</b>	You may find more details here: <a href="https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_gs.pdf">https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_gs.pdf</a>	

## TUITION FEE PAYMENT

ACTIVITY	DEADLINE	DETAILS
Payment <b>Without</b> Surcharge	Until <b>Jan 10, 2026 (Saturday)</b>	<ul style="list-style-type: none"> <li>• Students may check their MLS view assessment to verify their official receipt (OR) after payment.</li> </ul> <p><b>REMINDERS:</b></p> <ol style="list-style-type: none"> <li>1. For those who are not able to receive their details including RF (for scholars) after seven (7) working days, please accomplish a service request through <a href="https://theconciierge.dlsu.edu.ph/support/catalog/items/1015">https://theconciierge.dlsu.edu.ph/support/catalog/items/1015</a></li> <li>2. Please <b>DO NOT PAY</b> through other <b>UNOFFICIAL</b> channels or payment facilities (e.g. direct deposit, banks and non-banks not under the Dragonpay payment selection). These will <b>NOT BE REFLECTED AS PAYMENTS</b> in your enrollment records.</li> <li>3. Inquiries and requests for clarification should be coursed through <a href="https://theconciierge.dlsu.edu.ph/support/catalog/items?category_id=19000254672">https://theconciierge.dlsu.edu.ph/support/catalog/items?category_id=19000254672</a></li> <li>4. Sample installment computation may be found at: <a href="https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf">https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf</a>.</li> </ol>
Payment <b>With</b> Surcharge	starting <b>11 Jan 2026 (Sunday)</b>	
<b>Last Day</b> of Payment and Payment of 1st Installment <b>(with surcharge)</b>	<b>Jan 21, 2026 (with surcharge)</b>	
For two (2/3) installment payments	<b>Feb 21, 2026 12:00 PM</b>	
For three (3/3) installment payments	<b>Apr 06, 2026 (Monday)</b>	

For more details of tuition fee payment, please refer to this link <http://www.dlsu.edu.ph/offices/accounting/payments/default.asp>

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*(Excluding School of Law)*

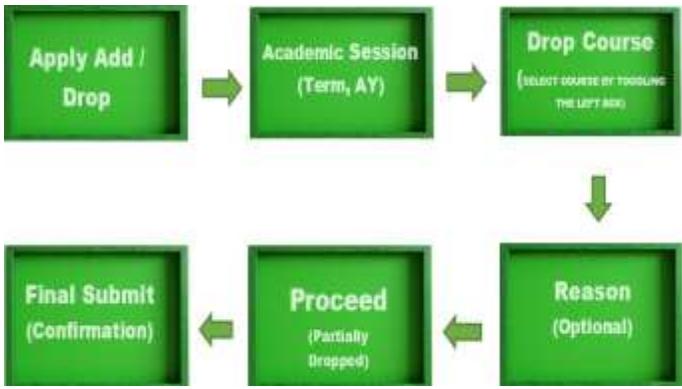
## DEADLINE OF DROPPING COURSES

REFUND <i>(applicable for full payment)</i>	RETENTION FEE <i>(to be charged to partial payment or no payment yet)</i>	START DATE	END DATE
100%	0%	Dec 19, 2025	Jan 03, 2026
90%	10%	Jan 04, 2026	Jan 10, 2026
50%	50%	Jan 11, 2026	Jan 17, 2026
0%	100%	Feb 03, 2026	Feb 21, 2026
Withdrawal of Courses <b>(NO Refund)</b>	100%	Feb 22, 2026	Mar 07, 2026 (08:00 pm only)

**Note:**

*Students who drop and withdraw from the courses starting **Jan 18, 2026** will be charged the full amount regardless of whether the student has paid or not or attended the class.*

## PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
<p><b>Online Dropping</b></p> <p>Monday- Saturday (until 08:00 pm)</p>	<ul style="list-style-type: none"> <li>All Students</li> </ul>	<p>Log in at <a href="https://archershstudent.dlsu.edu.ph/">https://archershstudent.dlsu.edu.ph/</a> and follow these steps:</p>  <pre> graph TD     A[Apply Add / Drop] --&gt; B[Academic Session (Term, AY)]     B --&gt; C[Drop Course (SELECT COURSE BY Toggling THE LEFT SID)]     C --&gt; D[Reason (Optional)]     D --&gt; E[Proceed (Partially Dropped)]     E --&gt; F[Final Submit (Confirmation)]             </pre>

# GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2025-2026

*(Excluding School of Law)*

## PART I OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

### GENERAL REMINDERS

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1. Students must have **no pending clearance/s** with other offices.
2. The requirement for Academic Completion will not be applicable upon application for non-coursework, but **students must ensure that he/she has taken all academic requirements of the program.**
3. Types of Enrollment:
  - a. **ONLINE ENROLLMENT:** Please see Step 4B: (<http://animo.sys.dlsu.edu.ph>)
  - b. **ADMINISTRATIVE ENROLLMENT via GOOGLE FORM:** Please check the table starting on the next page for the link and requirements

#### Online and Manual Enrollment Schedules:

- Weekdays: 08:00 am to 12:00 pm and 01:30 pm to 05:00 pm
  - Saturdays: 08:00 am to 12:00 pm
4. If a student is **not enrolled in the previous term**, he/she must process Manual enrollment (same procedure for Thesis/Dissertation Writing 1).
  5. Official enrollment in Residency will include access to Library services and other applicable miscellaneous fees for the term.
  6. Mandatory Confirmation of enrollment is not later than 10 Jan 2026, after this date all unconfirmed enrollment will be auto-dropped and will be charged with a 10% retention fee
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### PROCEDURES USING GOOGLE SHEETS

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1. Students **must complete** the Application Form (please see the table starting on the next page for reference), and **save it in PDF format**
  2. The student **must secure** the email endorsement/approval **using DLSU Email** based on the requirements needed in the form, and once received, **save the copy email thread of approval in PDF format** from the following:
    - ✓ Thesis/Dissertation Adviser/Mentor (T/D Writing / Defense)
    - ✓ Department Chair or GS Program Coordinator (T/D Writing / Defense, WCE, OCE)
  3. Students **must fill up** the information needed in the Google Sheet (Please see table below) and **attach the following requirements:**
    - ✓ Application Form (PDF) with e-sign
    - ✓ Email Thread of Approval (PDF) in case no e-sign in the form
  4. **Incomplete requirements will not be processed.** Before submitting, ensure that you have accomplished all requirements needed for processing.
  5. Only applications submitted following the schedule's guidelines will be evaluated and processed.
  6. Once cleared, students may **download and print** the updated EAF through the MLS account **after four working days.**
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# GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2025-2026

*(Excluding School of Law)*

## PART II OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *See procedure above	LINK
Dec 15, 2025 – Jan 31, 2026 (08:00 PM)	<b>Qualification for Employee Discount</b>	✓ For employees of DLSU-Taft, Makati, BGC and Laguna Campus only	<a href="#">EMPLOYEE DISC</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM EMPLOYEE</a>
Dec 15, 2025, – Jan 10, 2026 (08:00 PM)	<b>Residency</b> <i>(includes library fee and access)</i>	✓ Enrolled in the Previous Term  ✓ Returnee		Online Enrollment  Online Enrollment	<a href="#">ANIMO SYS</a>

**Steps to get the Residency+Library Class Number (via MLS):**

1. Proceed to View Course Offerings:
2. Enter your **ID number** and click **Submit**  
[https://enroll.dlsu.edu.ph/dlsu/view\\_course\\_offerings](https://enroll.dlsu.edu.ph/dlsu/view_course_offerings)

3. In the search box, type your **College Residency Code:**

COLLEGE	RESIDENCY CODE
BAGCED	CED8500
CCS	CCS8500
COS	COS8500
CLA	CLA8500
GCOE	COE8500
RVRCOB	COB8500
CLTSOE	SOE8500

4. Then click **Search**
5. Get the equivalent Class Number (unique identifier for each course code & section) of an Open Section (in green font)

**Steps to Enroll via Animo.sys:**

1. Log in at <http://animo.sys.dlsu.edu.ph>



2. Follow the procedure of the Mandatory Confirmation of enrollment (page 3)

3. Print updated EAF through My.LaSalle account (<https://my.dlsu.edu.ph/>).

**Reminders:**

- Please be mindful to check your EAF if you are **enrolled in the correct Residency Code.**
- You can still correct your Residency code within the period of Residency enrollment. Beyond this period, all corrections will be subject to approval and with penalty.

# GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2025-2026

*(Excluding School of Law)*

## PART III OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING	LINK
Dec 17, 2025 – Jan 10, 2026 (08:00 PM)	<b>Directed Research</b>	✓ Academically Completed	<a href="#">RESEARCH FORM</a>	Google Form*  <i>(should NOT do the online enrollment through animosys)</i>	<a href="#">GFORM RESEARCH</a>
	<b>MBA Integration Action Research Paper</b>				
	<b>Practicum</b>				
	<b>Project Paper</b>				
	<b>Capstone</b>				
	<b>Pre-Dissertation Research/ WCE Integrative Writing: LIN851D (BAGCED-DEAL)</b>				
	<b>Thesis/ Dissertation Writing 1 only</b>				
<b>Thesis/ Dissertation Writing 2 onwards</b>	✓ Returnee ✓ Not enrolled in T/D Writing on <b>Term 1, AY 2024-25</b>	✓ Enrolled in the Previous Term		Online Enrollment	<a href="#">ANIMOSYS</a>

**THESIS/ DISSERTATION WRITING 2 ONWARDS: EQUIVALENT CLASS NUMBER THROUGH VIEW COURSE OFFERINGS** ([https://enroll.dlsu.edu.ph/dlsu/view\\_course\\_offerings](https://enroll.dlsu.edu.ph/dlsu/view_course_offerings))

**Example:**

- You are enrolled last term in SPE852M GA4, to get the equivalent Class number just add/plus 1 to your previous code, SPE853M.
- Then search SPE853M GA4 in View Course Offerings.
- Look for the equivalent class number based on the section assigned to you that is equivalent to your mentor/adviser.

**Steps:**

1. Log in at <http://animo.sys.dlsu.edu.ph>



**\*Find unique identifier here:**

[https://enroll.dlsu.edu.ph/dlsu/view\\_course\\_offerings](https://enroll.dlsu.edu.ph/dlsu/view_course_offerings)

2. Follow the procedure of the Mandatory Confirmation of enrollment (page 3)
3. Print updated EAF through MyLasalle account (<https://my.dlsu.edu.ph/>).

**The deadline for Payment without Surcharge for the following Non-Coursework and Mandatory Confirmation of Enrollment is until**

**Jan 24, 2026 only:**

- Directed Research •MBA Integration Action Research Paper •Practicum •Project Paper
- Pre-Dissertation Research/ WCE Integrative Writing: LIN851D (BAGCED)
- Thesis/ Dissertation Writing •Residency

**The surcharge for Non-Course Work starts @ Php 2,000.00**

# GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2025-2026

*(Excluding School of Law)*

## PART IV OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *see the procedure above	LINK
Dec 17, 2025 – Jan 10, 2026 (08:00 PM)	Thesis/ Dissertation Final Defense	<ul style="list-style-type: none"> <li>✓ Enrolled in Writing</li> <li>✓ Passed Proposal Defense</li> </ul>	<a href="#">DEFENSE FORM</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM_FINAL_D</a>
Dec 17, 2025 – Jan 10, 2026 (08:00 PM)	Thesis/ Dissertation Proposal Defense	<ul style="list-style-type: none"> <li>✓ Enrolled in Writing</li> </ul>	<a href="#">DEFENSE FORM</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM_PROPOSAL_D</a>
Dec 17, 2025 – Jan, 10, 2026 (08:00 PM)	Written Comprehensive Exam (WCE)	<ul style="list-style-type: none"> <li>✓ Enrolled in Residency</li> <li>✓ Academically Completed</li> </ul>	<a href="#">WCE FORM</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM_WCE</a>
	Qualifying Exam (BAGCED and COS)				
Dec 17, 2025 – Jan 10, 2026 (08:00 PM)	Application for Doctoral Candidacy Exam (COS)	<ul style="list-style-type: none"> <li>✓ Enrolled in Residency</li> </ul>	<a href="#">OCE FORM</a>	Google Form*  <i>(should NOT do the online enrollment)</i>	<a href="#">GFORM_OCE</a>
	Oral Comprehensive Exam (OCE)	<ul style="list-style-type: none"> <li>✓ Enrolled in Residency</li> <li>✓ Academically Completed</li> </ul>			

### CONTACT INFORMATION

ENROLLMENTSUPPORT	DATE AND OFFICE HOURS	DETAILS
<p><b>NOTE:</b> Except for Saturdays, Sundays / Holidays / Non-working days</p> <p><b>Lunch Break:</b> Monday to Friday 12:00 noon to 01:30 pm</p>	<ul style="list-style-type: none"> <li>• <u>Mon-Fri</u>  09:00 am to 12:00 nn and 01:30 pm to 05:00 pm</li> <li>• <u>Sat</u>  09:00 am to 12:00 nn</li> </ul> <p><b><u>DLSU Trunk Line:</u></b></p> <ul style="list-style-type: none"> <li>• (632) 8-524-46-11 local 115</li> </ul>	<ul style="list-style-type: none"> <li>• For the complete list of fees, you may visit <a href="#">GLOSSARY FEE</a></li> <li>• For the approximate computation of tuition and fees you may visit <a href="#">TUITION FEE CALCULATOR</a></li> <li>• Please visit the FAQs and report form before submitting an issue <a href="#">ENROLLMENT FAQs</a></li> <li>• For enlistment concern/s, kindly submit a report through <a href="#">ENROLLMENT LOG</a> and for MLS and Animo.Sys/Active Directory (AD) login/access concern, please submit a report through The Concierge (<a href="https://theconcierge.dlsu.edu.ph/support/tickets/new">https://theconcierge.dlsu.edu.ph/support/tickets/new</a>) support portal. In "I would like to report an issue about", select IT Services. In "Issue Category", select either MLS or Animo.sys.</li> <li>• For <b>CANVAS</b> technical issues and functionality, please email <a href="mailto:asist.support@dlsu.edu.ph">asist.support@dlsu.edu.ph</a> and use the Canvas help menu.</li> <li>• For <b>accounts-related issues</b> (cannot log in, missing course/s in MLS not in Canvas), please email <a href="mailto:canvas.support@dlsu.edu.ph">canvas.support@dlsu.edu.ph</a></li> </ul>

# GRADUATE STUDIES ENROLLMENT | TERM 2, AY 2025-2026

*(Excluding School of Law)*

## CONTACT INFORMATION

COLLEGE CONCERNS	COLLEGE/SCHOOL	Associate Dean	Academic Programming Officer (APO)
For the following but not limited to: <ul style="list-style-type: none"> <li>• <b>Audit Class Enrollment</b></li> <li>• <b>Manual Dropping</b></li> <li>• <b>Optional Electives/ Optional Minors</b></li> <li>• <b>Special Class</b></li> </ul>	School of Innovation and Sustainability ( <b>formerly known as LAGUNA CAMPUS</b> )	<a href="mailto:assocdeanLC@dlsu.edu.ph">assocdeanLC@dlsu.edu.ph</a>	<b>MS. MARICEL DELA ROCA</b> <a href="mailto:maricel.delaroca@dlsu.edu.ph">maricel.delaroca@dlsu.edu.ph</a> WFH: Mon/Tue Onsite: Wed/Thu/Fri UH404 Laguna Campus (Day Off: Sat)
	Br. Andrew Gonzalez College of Education ( <b>BAGCED</b> )	<a href="mailto:assocdeanBAGCED@dlsu.edu.ph">assocdeanBAGCED@dlsu.edu.ph</a>	<b>MS. MARY GRACE BENEGAS</b> <a href="mailto:mary.grace.benegas@dlsu.edu.ph">mary.grace.benegas@dlsu.edu.ph</a> WFH: Mon/Fri Onsite: Tue/Wed/Thu A1603 Br. Andrew Bldg. (Day Off: Sat)
	College of Computer Studies ( <b>CCS</b> )	<a href="mailto:assocdeanCCS@dlsu.edu.ph">assocdeanCCS@dlsu.edu.ph</a>	<b>MS. HAZEL R. VENTURA</b> <a href="mailto:hazel.ventura@dlsu.edu.ph">hazel.ventura@dlsu.edu.ph</a> WFH: Mon and Wed Onsite: Tue, Thu and Fri 10 <sup>th</sup> Flr. Br. Andrew Bldg. (Day Off: Sat)
	College of Liberal Arts ( <b>CLA</b> )	<a href="mailto:assocdeanCLA@dlsu.edu.ph">assocdeanCLA@dlsu.edu.ph</a>	<b>MS. GINA ESPENILLA</b> <a href="mailto:gina.espenilla@dlsu.edu.ph">gina.espenilla@dlsu.edu.ph</a> WFH: Mon and Wed Onsite: Thu to Sat Ground Flr. Faculty Center (Day Off: Tuesday)
	College of Science ( <b>COS</b> )	<a href="mailto:assocdeanCOS@dlsu.edu.ph">assocdeanCOS@dlsu.edu.ph</a>	<b>MS. MA. CRISTINA TISMO</b> <a href="mailto:ma.cristina.tismo@dlsu.edu.ph">ma.cristina.tismo@dlsu.edu.ph</a> WFH: Mon/Tue Onsite: Wed/Thu/Fri Room 202, William Hall (Day Off: Sat)
	Gokongwei College of Engineering ( <b>GCOE</b> )	<a href="mailto:assocdeanGCOE@dlsu.edu.ph">assocdeanGCOE@dlsu.edu.ph</a>	<b>MR. EDDIEMON PANEM</b> <a href="mailto:eddiemon.panem@dlsu.edu.ph">eddiemon.panem@dlsu.edu.ph</a> WFH: Wed/Fri Onsite: Mon/Tue/Thu 9 <sup>th</sup> Flr. Br. Andrew Bldg. (Day Off: Sat)
	Ramon V. del Rosario College of Business ( <b>RVRCOB</b> )	<a href="mailto:ADRASRVRCOB@dlsu.edu.ph">ADRASRVRCOB@dlsu.edu.ph</a>	<b>MS. LORELYN MOJICA</b> <a href="mailto:lorellyn.mojica@dlsu.edu.ph">lorellyn.mojica@dlsu.edu.ph</a> WFH: Mon/Tue Onsite: Wed/Thu/Fri Ground Flr. Faculty Center (Day Off: Sat)
	Carlos L. Tiu School of Economics ( <b>CLTSOE</b> )	<a href="mailto:assocdeanSOE@dlsu.edu.ph">assocdeanSOE@dlsu.edu.ph</a>	<b>MS. PURISIMA G. LIPATA</b> <a href="mailto:purisima.lipata@dlsu.edu.ph">purisima.lipata@dlsu.edu.ph</a> WFH: Monday and Friday; Onsite: Tuesday-Thursday 221 LS Bldg. (Day Off: Sat)