GRADUATE STUDIES ENROLLMENT
AY 2014-15, Term 1

DEADLINE FOR
DROPPING OF COURSES

100% refund	-	20 May 2014
90% refund	-	27 May 2014
80% refund	-	03 Jun 2014
Withdrawal of Courses	-	08 Jul 2014
(No refund)		

Log in at **http://animo.sys.dlsu.edu.ph**

- Access Online Enrollment:
  Click "**SELF SERVICE**" --> "**ENROLLMENT**" --> "Enrollment: **DROP CLASSES**"

- Drop Classes by encoding the "**CLASS NUMBER**"
  (unique identifier for each course code / section,
  http://enroll.dlsu.edu.ph/dlsu/view_actual_count)

- Continue Drop Classes by clicking the "**NEXT**" button and encoding the
  "**CLASS NUMBER**"

- Confirm Class Schedule by clicking "**FINISH DROPPING**"

→

GRADUATE STUDIES ENROLLMENT
AY 2014-15, Term 1

DEADLINE FOR PAYMENT OF TUITION AND FEES	
Deadline of Payment without Surcharge	**- 20 May 2014**
Deadline of Payment with Surcharge	**- 03 Jun 2014**

➡

GRADUATE STUDIES ENROLLMENT
AY 2014-15, Term 1

Step 1: Account Activation (NOW!)

- For students who paid tuition after **18 Jan 2014,**
  activate your 'my.dlsu' account via –
  https://my.dlsu.edu.ph/create_account.asp
- Visit your Program Coordinator at the department

Step 2: Academic Advising

- Settle clearances not later than **06 Mar 2014**
- View Primer on Graduate Studies Enrollment at
  http://www.dlsu.edu.ph/offices/registrar/brochures/brochure_new_graduate.pdf
- View course offerings at
  http://enroll.dlsu.edu.ph/dlsu/view_actual_count
- Visit your Program Coordinator at the department

Step 3: On-Line Enrollment

- **21 and 24 Mar 2014 (0800 to 2000)**
- Log in at **http://animo.sys.dlsu.edu.ph**

  - Access Online Enrollment:
    Click **SELF SERVICE** → **ENROLLMENT** → Enrollment: **ADD CLASSES**
  - Add Classes by encoding the **CLASS NUMBER**
    (unique identifier for each course code / section,
    http://enroll.dlsu.edu.ph/dlsu/view_actual_count)
  - Continue Adding Classes by clicking the **NEXT** button and encoding the **CLASS NUMBER**
  - Confirm Class Schedule by clicking **FINISH ENROLLING**

Expired on: 19 Jul 2014

GRADUATE STUDIES ENROLLMENT
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Step 4: Claiming of EAF

- Claim EAF at the Office of the Vice Dean starting **07 Apr 2014 (0800 to 1630)**

Advance Adjustment

- Log in at **http://animo.sys.dlsu.edu.ph** from 0800 to 2000
  - **Late Enrollees (10 to 15 Apr 2014)**
- Visit your Vice Dean/Academic Officer
  - Returnees **(10 to 12 Apr 2014)**

Regular Adjustment (19 May 2014)

- Log in at **http://animo.sys.dlsu.edu.ph** from **0800 to 2000**
  - Late Enrollees
  - Add / Drop Courses
- Claiming of Revised EAF
  - Multi-Purpose 4th Flr. Henry Sy Sr., Hall
    - **(0800 to 1800 – No lunch Break)**
  - Makati Extension Campus (MEC) 5th Flr. RCBC, Tower 2
    - **(1330 to 1900)**

THERE WILL BE NO MANUAL ENROLLMENT IN COURSEWORK
THE LAST DAY FOR ENROLLMENT
IN COURSEWORK FOR
AY 2014-15, TERM 1 IS ON 19 May 2014

GRADUATE STUDIES ENROLLMENT
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Non-Coursework Enrollment Schedule

25 Mar to 03 Jun 2014	• Residency	- Online[1] [http://animo.sys.dlsu.edu.ph]
21 May to 03 Jun 2014	• Thesis/Dissertation Writing 1 only • Directed Research/ Project Paper/ Practicum	- Enrollment Services Hub[a]
	• Thesis/Dissertation Writing 2 onwards	- Online[1] [http://animo.sys.dlsu.edu.ph]
21 May to 08 Jul 2014	• Thesis/Dissertation Final Defense	- Enrollment Services Hub[a]
21 May to 22 Jul 2014	• Thesis/Dissertation Proposal Defense	- Enrollment Services Hub[a]
18 Jun to 01 Jul 2014	• Written Compre Exam (WCE) • Integrative Paper/ Qualifying Exam	- Enrollment Services Hub[a]
16 to 22 Jul 2014	• Oral Compre Exam (OCE) • Thesis/Dissertation Writing 1 only	- Enrollment Services Hub[a]

[1] *Schedule: 0800 to 2000 (Weekdays)*
[a] *Schedule: 0800 to 1800 (Weekdays); 0800 to 1500 (Saturdays)*

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GRADUATE STUDIES ENROLLMENT
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Residency and Orientation Online

- Log in at **http://animo.sys.dlsu.edu.ph**

- Access Online Enrollment then click,
  SELF SERVICE → **ENROLLMENT** → Enrollment: **ADD CLASSES**

- Add Classes by encoding the **CLASS NUMBER**
  (unique identifier for each course code / section,
  http://www.dlsu.edu.ph/animo.sys/classes201331127.pdf)

  > _**Example**_:

	Subject Area	Catalog Number
Residency	OUR	8500**COB**[2/]
Orientation	SPS	5000

- Continue Adding Classes by clicking the **NEXT** button and encoding the **CLASS NUMBER**

- Confirm Class Schedule by clicking **FINISH ENROLLING**

Audit and Special Class Enrollment

- **To download form, click the following link:**

- **Audit Class:**
  http://www.dlsu.edu.ph/offices/registrar/_pdf/E11.pdf

- **Special Class:**
  http://www.dlsu.edu.ph/offices/registrar/_pdf/EN-05-201205.pdf

- Proceed at The Hub
  – 2nd Flr. Henry Sy Sr., Hall
  - ➢ **28 May to 03 Jun 2014**   **(0800 – 1800)**
  - ➢ **31 May 2014**   **(0800 – 1500)**

[2/] _College Code: CCS; CED; COB; COE; COS; SOE; CLA;_