LAGUNA UNIVERSITY Brgy. Bubukal, Santa Cruz, Laguna	*Doc. Code:* LU:AA-GU-19		*Page:* 1 of 17
	Revision No.: 0	*Effectivity Date:* July 1, 2024	
	Document Title: **ENROLMENT**		

1. Policy Framework

Laguna University shall be open to all enrollees who meet its specific standards, requirements, and regulations as expressed in the University's guidelines on Student Admission and Retention.

The University shall strive to continuously enhance the Laguna University online enrolment process to facilitate easy registration of students within a given time and be made accessible even outside of the University's premises.

2. Application and Scope

2.1 This guideline applies to all students of the University and to those who are interested to enroll in the University.

2.2 This guideline shall also serve as reference for all personnel and offices who are involved in the enrollment implementation.

3. Definition of Terms

3.1 **Cross-enrollee** is a student of the University who is enrolled in another CHED recognized school or vice-versa.

3.2 **Curriculum** is a systematic group of courses or sequences of courses required for graduation or certification in a major field of study.

3.3 **Graduating Student** is a student who has complied with all the academic requirements of the program.

3.4 **iEnroll** is the online enrollment system of the University that is utilized to process the enrollment of students.

3.5 **Irregular Students** are those who were not able to enroll in full load or were not able to follow the prescribed courses for a particular semester.

3.6 **Official Class List** is a system generated report which contains the list of officially enrolled students per course.

3.7 **Overload** refers to the enrollment of additional courses more than the prescribed number of units in a given semester.
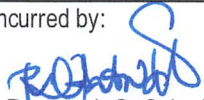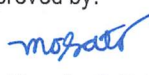
3.8 **Petitioned Class** is an off-semester course offered by a school as requested by student petitioner/s.

3.9 **Pre-requisite courses** are those that must be completed to qualify the student for enrollment in subsequent and usually related courses.

3.10 **Special Academic Program for Teachers (SAPT)** refers to a short-term program for students who have already completed a bachelor's degree at an accredited college or university who intend to earn units in education.

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Date: 07/01/2024
Authorized by: _____

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Ms. Amelyn S. Mahinay University Registrar	Dr. Rosemarie D. Sabado OIC-Vice President, Academic Affairs	Ms. Jenneth R. Mondez Director, Quality Management Office	Dr. Monette O. Bato OIC-University President

3.11 **Special Petitioned Class** is an off-semester course offered by a school as requested by student petitioner/s who do not meet the minimum class size (20 students for general education and 10 students for major courses).

3.12 **Study Load** is the number of courses, credits, or hours for which the student is registered. The course load shall be in accordance with the approved curriculum for each program.

3.13 **Shiftee** is a student who opts to discontinue his/her program and enroll in another program within the university.

3.14 **Shifting** refers to the change of a student's major or program within the University.

3.15 **Transferee** is a student who was previously enrolled in other CHED recognized institutions, either with or without earned units of credit.
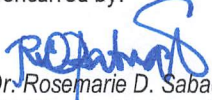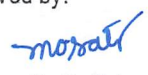
4. General Policies

4.1 A student who qualifies for enrollment is eligible to stay for the entire period in which s/he is expected to complete the program in the University, without prejudice to his/her right to transfer to other schools and without violating the University's rules and regulations.

4.2 A student may enroll after the lapse of the regular enrollment period specified in the approved school calendar and be admitted in accordance with reasonable rules of the University for late enrollment, but in no case shall exceed two weeks after the opening of classes. Thereafter, no further enrollment shall be allowed.

4.3 A student is deemed officially enrolled after submission of appropriate initial requirements and has generated the Registration Form from the enrollment system. Admission or transfer credentials shall be submitted within the semester. Otherwise, enrolment in the succeeding term will not be permitted.

4.4 For purposes of enrollment, the name and other personal data or circumstances of each student as indicated in the Certificate of Live Birth or Alien Certificate of Registration, where applicable, shall prevail.

4.5 Enrollment of students is managed by the Registrar's Office.

4.6 Enrolment is processed through iEnroll. URL is enrol.lu.edu.ph.

5. Specific Policies

5.1 **Enrollment Schedule.** Schedule of semestral enrollments which are reflected in the Academic Calendar shall be posted on the website, social media platform, and/or strategic places in the University at least two (2) weeks prior to its conduct.

5.2 **Enrollment Requirements for Old Students.**

5.2.1 Students under the following conditions shall not be given access to their enrollment accounts unless they settle their deficiencies and accountabilities or given considerations by the concerned department head.

5.2.1.1 With back accounts at the Cashier;

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5.2.1.2 With accountabilities or deficiencies in the other offices;

5.2.1.3 Failed 25% and 75% of the total number of units for non-board and board programs respectively.

5.3 **Year Level.** A student shall be considered in a particular year level if s/he has already earned the number of units required in the preceding level. The year level status shall be used in determining the courses to be offered by the system to the student enrollees.

5.4 **SAPT.** The program shall be offered provided that at least fifteen (15) students will enroll in the program.

5.5 **Enrolment Procedures**

5.5.1 The following enrollment procedures shall be posted in the bulletin board of the Registrar's Office to guide the students:

5.5.1.1 For New Students

5.5.1.1.1 Hardcopy of the initial requirements shall be submitted personally to the Registrar's Office.
5.5.1.1.2 Type enrol.lu.edu.ph on browser.
5.5.1.1.3 Choose "New Student".
5.5.1.1.4 Enter username and password. For New LUAT Passers, use the provided LUAT account.
5.5.1.1.5 Confirm the Data Privacy Consent (LU:AA-FO-77).
5.5.1.1.6 Click Login to proceed.
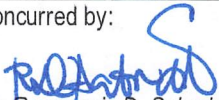5.5.1.1.7 Once completed, the Registration Form (LU:AA-FO-68) shall be generated from the enrolment system.
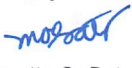
5.5.1.2 For Continuing Students

5.5.1.2.1 Type enrol.lu.edu.ph on browser.
5.5.1.2.2 Choose "Old Student".
5.5.1.2.3 Use the iLearnU account for username and password.
5.5.1.2.4 Confirm the Data Privacy Consent (LU:AA-FO-77).
5.5.1.2.5 Click Login to proceed.
5.5.1.2.6 Once completed, the Registration Form (LU:AA-FO-68) shall be generated from the enrolment system.

5.5.1.3 For Returning Students. If re-admitted within two (2) years, the returning student shall be allowed to continue their old curriculum, if applicable; otherwise, they will continue under the new curriculum existing at the time of their re-admission.

5.5.1.3.1 Submit Readmission Application Form (LU:AA-FO-69)
5.5.1.3.1.1 A returning student should be recommended by the Program Chair after evaluation, noted by the Dean and approved by the Registrar.
5.5.1.3.1.2 The student shall secure clearance from the University Library, Medical and Dental Clinic, Office of Student Affairs and Services, and Cashier's Office.

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5.5.1.3.2 Type enrol.lu.edu.ph on browser.

5.5.1.3.3 Choose "Returnee".

5.5.1.3.4 Use the student number as username and birthdate (yyyy-mm-dd) as password.

5.5.1.3.5 Confirm the Data Privacy Consent (LU:AA-FO-77).

5.5.1.3.6 Click Login to proceed.

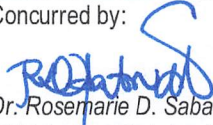5.5.1.3.7 Once completed, the Registration Form (LU:AA-FO-68) shall be generated from the enrolment system.

5.5.1.4 For Shifting Students

5.5.1.4.1 Submit the duly noted and approved Shifting of Curricular Program Application Form (LU:AA-FO-71) to the Registrar's Office.

5.5.1.4.2 Type enrol.lu.edu.ph on your browser.

5.5.1.4.3 Choose "Shiftee".

5.5.1.4.4 Use the iLearnu Account for username and password.

5.5.1.4.5 Confirm the Data Privacy Consent (LU:AA-FO-77).

5.5.1.4.6 Click Login to proceed.

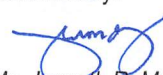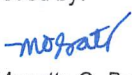5.5.1.4.7 Once completed, the Registration Form (LU:AA-FO-68) shall be generated from the enrolment system.

5.5.1.5 For Transferring Students

5.5.1.5.1 Hardcopy of the initial requirements shall be submitted personally to the Registrar's Office for evaluation.

5.5.1.5.2 Type enrol.lu.edu.ph on browser.

5.5.1.5.3 Choose "Transferee".

5.5.1.5.4 Enter username and password using the provided LUAT account.

5.5.1.5.5 Confirm the Data Privacy Consent (LU:AA-FO-77).

5.5.1.5.6 Click Login to proceed.

5.5.1.5.7 Once completed, the Registration Form (LU:AA-FO-68) shall be generated from the enrolment system.

5.5.1.6 For Special Academic Program for Teachers (SAPT).

5.5.1.6.1 Submit the hardcopy of the requirements to the Registrar's Office and s/he will be given her/his student account.

5.5.1.6.2 Pay an initial down payment of at least 20% of the total amount in the Cashier's Office.

5.5.1.6.3 Upon payment, the student shall proceed to online enrollment using his/her account.

    5.5.1.6.3.1 Type enrol.lu.edu.ph on browser.

    5.5.1.6.3.2 Choose "SAPT".

    5.5.1.6.3.3 Enter the issued username and password.

    5.5.1.6.3.4 Confirm the Data Privacy Consent (LU:AA-FO-77).

    5.5.1.6.3.5 Click Login to proceed.

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       5.5.1.6.3.6   Once completed, the Registration Form (LU:AA-FO-68) shall be generated from the enrolment system.

5.6 **Student Load.** Student's study load and sequence of courses shall be in accordance with the approved curriculum for each program or course of study.

    5.6.1   A regular/normal load is defined as the number of units required in any given semester/term prescribed in the curriculum based on the academic year or classification of the student.

    5.6.2   The regular load during Summer is 9 units.

    5.6.3   Simultaneous courses shall not be allowed.

    5.6.4   The Registrar may approve the granting of an overload of six units to a student of any year level after considering his/her academic performance in the previous semesters and the total course load once the six units are added.

        5.6.4.1 A maximum of 6-unit overload may be allowed in a semester provided that the total number of units enrolled should not exceed 30. These may be taken for at most two (2) semesters in his/her entire stay in the university. Overload courses must be on semester and prerequisites and/or corequisites should be strictly observed.

        5.6.4.2 Request for Overload (LU:AA-FO-70) shall be accomplished and processed to facilitate any adjustment in the student load. It shall be recommended by the Program Chair and endorsed by the Dean prior to approval of the Registrar. Changes shall be automatically made in the system by the Registrar's Staff.

5.7 **Off-semester courses.** The Dean may offer off-semester courses to assist the irregular students to graduate on time. Offering of off-semester courses could be through petition.

    5.7.1   Petitioned Classes are offered as requested by the students through filling out the Petitioned Class Form (LU:AA-FO-72) available at the Registrar's Office.

    5.7.2   The requesting students should meet the class size requirement of 20 students for general education and 10 students for major courses. In the case of less than 10 graduating students, they may be allowed to cross enroll the course in other government recognized schools.
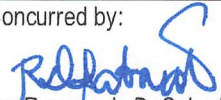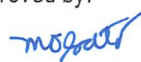
    5.7.3   Petitioners must be:
        5.7.3.1   Graduating students whose only deficiency is the subject being petitioned;
        5.7.3.2   Students whose only deficiency is the subject being petitioned and will undergo field practice, practice teaching or apprenticeship in the succeeding semester; and
        5.7.3.3   Irregular students whose course deficiency is a pre-requisite of the subject in the semester as prescribed in their academic level.

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5.7.4 Petitioned Classes and special petitioned classes shall be approved if there is an available instructor in the department where the course is being offered.

5.7.5 In special petitioned classes, cost shall be shouldered by the students. The total amount to be paid shall be divided equally among the student petitioners and shall be based on the rank of the teaching personnel.

5.7.6 Students cannot withdraw their application once the petitioned class has been approved. Otherwise, the Cashier's Office shall include the assessment cost to their student ledger and shall be paid within the semester.

5.8 **Withdrawing from the Roll.** Course/s officially dropped within the first two weeks and within the first four days of classes during regular and midyear, respectively, shall be entitled to a refund for non-free Higher Education beneficiary and shall not be reflected in the student's permanent records and in the enrollment reports of the University. The Dropping of Courses and Withdrawal Form (LU:AA-FO-73) shall be used for this purpose.

5.9 **Dropping from the Roll**

5.9.1 During regular semester, students who will drop a course within six weeks from the first day of classes will be considered officially dropped. The Dropping of Courses and Withdrawal Form (LU:AA-FO-73) shall be used for this purpose. Documents submitted during enrollment shall no longer be released. Transfer credentials may be issued to students at the end of the semester.

5.9.2 Students who incurred absences of more than 20% of the total number of school days except for valid reasons shall be given a mark of 5.00 for College.

5.10 **Cross Enrollment**

5.10.1 **From Laguna University to other HEIs.**

5.10.1.1 For valid reasons as determined by, and with the written consent of the University, a student may be permitted to cross enroll in another recognized higher educational institution in course loads not normally offered during a particular term.

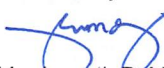5.10.1.2 Cross-enrollment is usually allowed only when:
5.10.1.2.1 the desired course/s is/are not offered in the University during the term of the requesting student's enrollment; or
5.10.1.2.2 the course is offered, but the schedules conflict with the requesting student's other classes.
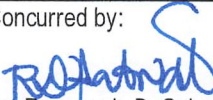
5.10.1.3 A student can only cross enroll twice during his/her entire stay in the University with a maximum of 9-unit load only per enrollment. As much as possible, professional courses must be enrolled in the University. The students' load, including the courses for cross enrolment, should not exceed the regular load within the semester.

5.10.1.4 A student can be allowed to cross enroll in one school only within a given semester.

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5.10.1.5 The student shall pay the corresponding enrolment fees at other HEI.

5.10.1.6 Application for Cross Enrolment (LU:AA-FO-74) shall be accomplished and processed to facilitate cross enrolment of student. It shall be cleared by the Dean and the Registrar.

5.10.1.7 No credit shall be given to students who have cross enrolled without a valid Cross Enrollment Permit (LU:AA-FO-75) issued by the Registrar or have failed to submit their validated registration form and certification of grades within a month after the end of the semester in the University.

5.10.2 **To Laguna University from other HEIs.**

5.10.2.1 A cross-enrollee for academic courses and/or any of the non-academic courses from another institution must present a written permit from the Registrar of the school of origin. The written permit should state the total number of units and the courses that he/she is required to take in LU.

5.10.2.2 The Registrar shall evaluate the course/s to be enrolled by the cross-enrollee.

5.10.2.3 The cross-enrollee shall accomplish LU:AA-FO-74 Application for Cross Enrolment and pay the enrolment fee at the Cashier's Office.

5.11 **Official Class List.** All teaching personnel have access to the Class List from the iLearnU. Only students whose names are on the list shall be allowed continued attendance in the class. Otherwise, their attendance shall be considered null and void.

5.12 **Leave of Absence**
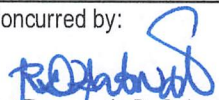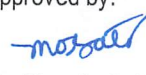
5.12.1 The term "Leave of Absence" (LOA) refers to an absence from the university. Students on LOA are not enrolled in any course, are not considered bonafide students, and are not allowed to enter the campus except as occasional visitors to transact with certain offices.

5.12.2 The student shall accomplish and submit the Request for Leave of Absence (LU:AA-FO-76) on or before the last day of late enrolment. The LOA must not exceed one year. Otherwise, the student can apply for extension by accomplishing the same form.

5.12.3 Moreover, students on LOA are not permitted to enroll and study in another educational institution. No course taken by students on LOA from another school may be credited towards the completion of the program in this university.

5.12.4 Undergraduate students are assumed to enroll on a continuous basis until their program is completed. Any break in enrollment requires the filing of a Leave of Absence. An approved LOA is a permission from the university to temporarily interrupt studies. As a general rule, it carries with it an implied guarantee to accept the student as a returnee, subject to other policies of the university.

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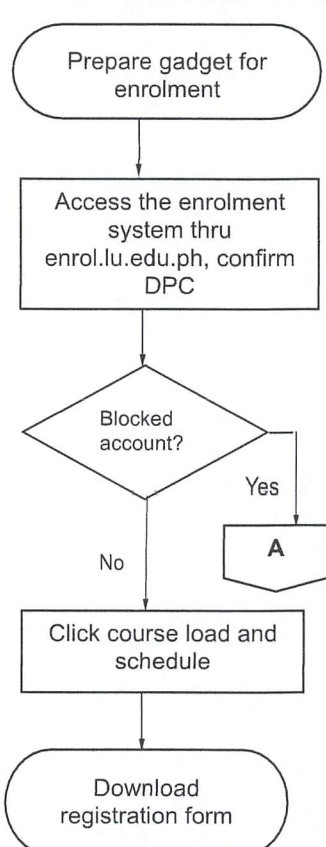| Prepared by:	Concurred by:	Reviewed.by:	Approved by:
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5.12.5 If a student withdraws from the college without a formal leave of absence, his/her registration privileges will be curtailed or entirely withdrawn.

5.13 All applications submitted to the Office of the University Registrar shall be deemed final and valid upon the signature of the concerned authorities. Submission of the application form to the Office of the University Registrar does not mean that the same is approved. It is therefore important for the student to inquire about the decision of the application after three (3) working days from the date of submission.
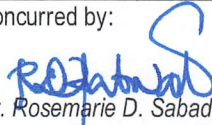
5.14 Processing fee shall be charged in all transactions initiated by the students outside the regular enrolment process.

6. Process Map and Work Instruction

6.1 Processing of Enrolment
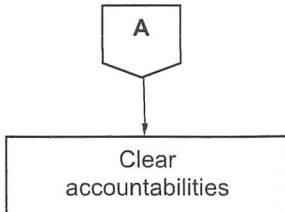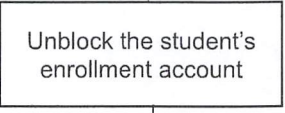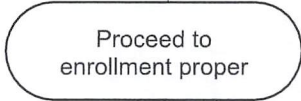
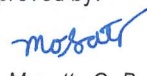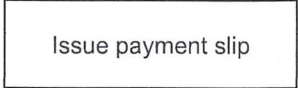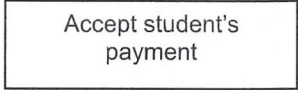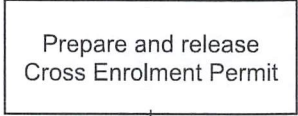| PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend: *Student Enrollee (SE); Data Privacy Consent (DPC)*			
In-Charge	Process Flow		
Student Enrollee	Prepare gadget for enrolment Access the enrolment system thru enrol.lu.edu.ph, confirm DPC Blocked account? — Yes → A No Click course load and schedule Download registration form	The SE proceeds to the designated computer terminals and access the enrollment system. If No, the SE selects his/her course load and schedule and generate the registration form.	Acceptance: Correct username and password Output: Finalized load Output: Generated registration form

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Brgy. Bubukal, Santa Cruz, Laguna

ENROLMENT

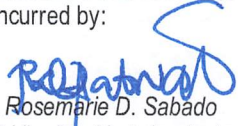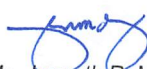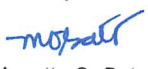| PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend: *Student Enrollee (SE)*			
In-Charge	**Process Flow**		
Student Enrollee	A → Clear accountabilities	If Yes, the SE reports to the concerned office/s or department/s which block/s his/her enrollment account and complies with his/her deficiency/ies/requirements.	Acceptance: Compliance to deficiency/ies
Office/department	Unblock the student's enrollment account	The concerned office or department assesses student's compliance to the deficiency/ies/requirements and unblocks his/her enrollment account.	
Student Enrollee	Proceed to enrollment proper	The SE accesses enrolment system thru enrol.lu.edu.ph to process his/her enrolment.	

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Ms. Amelyn S. Mahinay	Dr. Rosemarie D. Sabado	Ms. Jenneth R. Mondez	Dr. Monette O. Bato
University Registrar	OIC-Vice President, Academic Affairs	Director, Quality Management Office	OIC-University President

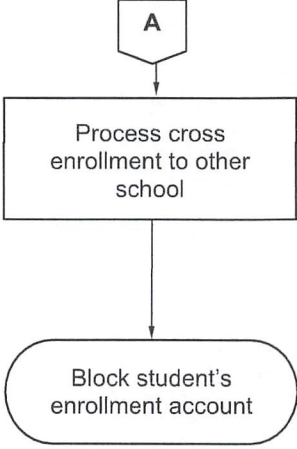| Doc. Code: LU:AA-GU-19		Page: 10 of 17
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Document Title:		
ENROLMENT		

LAGUNA UNIVERSITY
Brgy. Bubukal, Santa Cruz, Laguna

6.2 Processing Request for Cross Enrolment *(From Laguna University to other HEIs)*

Legend: Commission on Higher Education Regional Office (CHEd RO)

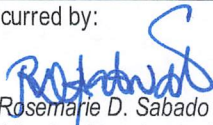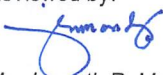| In-Charge	Process Flow	WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Student	Secure Request for Cross Enrolment	The student secures Request for Cross Enrolment Form at the Registrar's Office and accomplishes it.	Acceptance: Properly filled out form. Course to be cross enrolled and the school where to cross enroll are clearly specified.
Dean	Approve request? (Yes/No → End)	The Dean endorses the request for cross enrollment for Registrar's approval.	Acceptance: Intended course to be cross enrolled is not offered or no longer offered in Laguna University, when there is conflict in the student's encoded schedule, and student intends to spend the school term in his/her home or region and wishes to enroll the course while there.
Registrar	Evaluate student's records	The Registrar evaluates student's records if s/he has not yet taken up the course to be cross enrolled, and if course in the other schools has the same course coverage and number of units with that of Laguna University, as well as whether the school where the student will cross enroll is duly recognized by CHEd RO-IVA.	
Registrar	Issue payment slip	Once approved by the Registrar, issues payment slip to the student.	Acceptance: Properly filled out form and endorsed by the Dean. Output: Properly accomplished payment slip.
Cashier	Accept student's payment	The Cashier accepts student's payment of processing fee and issues Official Receipt.	
Registrar	Prepare and release Cross Enrolment Permit	The Registrar prepares and releases the permit to the student. The student shall be asked to sign the receiving copy.	Output: Duly signed permit.
	A		

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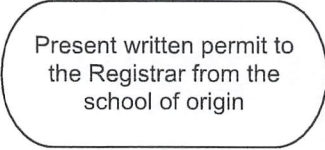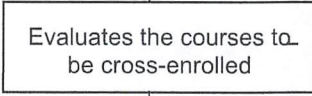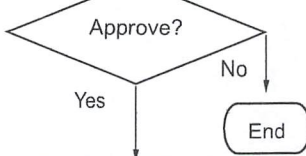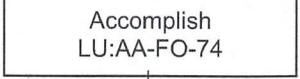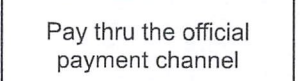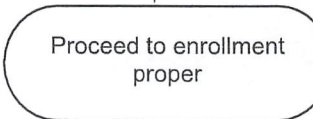|		
LAGUNA UNIVERSITY Brgy. Bubukal, Santa Cruz, Laguna	*Doc. Code:* LU:AA-GU-19	*Page:* 11 of 17
	Revision No.: 0 *Effectivity Date:* July 1, 2024	
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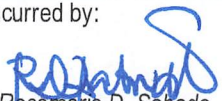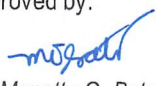| PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend:			
In-Charge	Process Flow		
	A		
Student	Process cross enrollment to other school	The student processes his/her cross enrollment, submits his/her permit to the school, and submits photocopy of enrolment/registration form to Registrar's Office	Acceptance: Validated enrolment/registration form from other school
Registrar	Block student's enrollment account	The Registrar blocks the enrollment account of the concerned student for the next semester to ensure submission of copy of grades issued by the Registrar of the other school.	Acceptance: Certification of Grades

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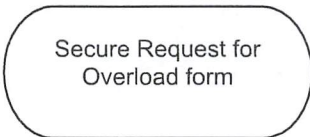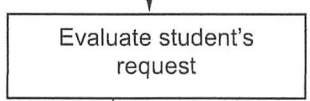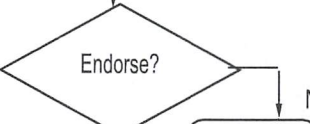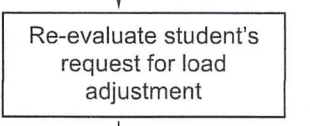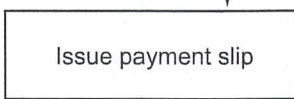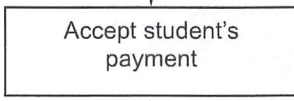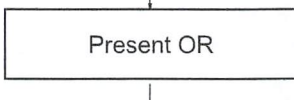## 6.3 Processing Request for Cross Enrolment *(To Laguna University from other HEIs)*

PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend: *Cross-Enrollee (CE)*			
In-Charge	Process Flow		
Cross-enrollee	Present written permit to the Registrar from the school of origin	The CE from another institution must present a written permit from the Registrar of the school of origin.	Acceptance: The written permit should state the total number of units and the courses that he/she is required to take in LU.
Registrar	Evaluates the courses to be cross-enrolled	The Registrar shall evaluate the course/s to be enrolled by the CE.	
	Approve? Yes / No → End		Acceptance: Course/s to be cross enrolled is offered in Laguna University.
Cross-enrollee	Accomplish LU:AA-FO-74	If approved, the CE shall accomplish LU:AA-FO-74 Application for Cross Enrolment.	Output: Duly signed Application for Cross Enrollment.
	Pay thru the official payment channel		
	Proceed to enrollment proper	The CE accesses enrolment system thru enrol.lu.edu.ph to process his/her enrolment.	

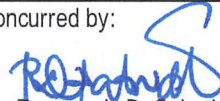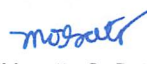| Prepared by:	Concurred by:	Reviewed by:	Approved by:
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6.4 Processing Request for Overload

PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend: *Student Enrollee (SE)*			
In-Charge	**Process Flow**		
Student Enrollee	Secure Request for Overload form	SE secures and fills out request for overload (LU:AA-FO-70).	Acceptance: Properly filled out form
Program Chair	Evaluate student's request	The Program Chair evaluates student's request and uses Result of Academic Evaluation or Curriculum Checklist.	
Dean	Endorse? → No → Return to student / Yes	If Yes, the request is forwarded to the Office of the Registrar for approval. If No, the form is returned to the student.	Acceptance: Duly signed form
Registrar	Re-evaluate student's request for load adjustment	The Registrar re-evaluates student's request for load adjustment.	
	Approve? → Yes / No → Return disapproved forms	If yes, the Registrar issues payment slip to the student. If No, the disapproved form is returned to the student.	Acceptance: Duly signed form Output: Validated registration form
Registrar	Issue payment slip		Output: Properly accomplished payment slip.
Cashier	Accept student's payment	The Cashier accepts student's payment and issues Official Receipt.	
Student	Present OR → A	The student presents the OR to the Registrar.	

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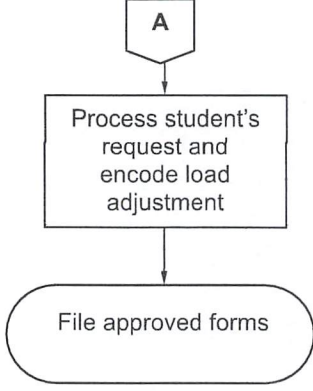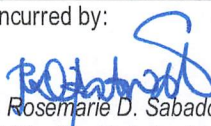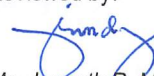|		
LAGUNA UNIVERSITY Brgy. Bubukal, Santa Cruz, Laguna	Doc. Code: LU:AA-GU-19	Page: 14 of 17
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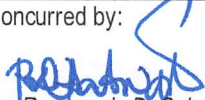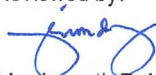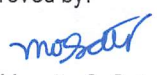| PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
In-Charge	**Process Flow**		
	Legend: *Official Receipt (OR)*		
Registrar	**A** Process student's request and encode load adjustment File approved forms	The Registrar Management System (rms.lu.edu.ph) is used to process and encode the approved student's load adjustment. The Registrar files the approved and processed form.	Acceptance: Validated enrolment/registration form.

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6.5 Processing Request for Dropping or Withdrawal

PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend: *Official Receipt (OR)*			
In-Charge	Process Flow		
Student	Secure and accomplish Dropping of Courses and Withdrawal Form	The student accomplishes the form properly and secures the approval of his/her parents and concerned faculty.	Acceptance: With signature of the parent/guardian and concerned faculty
Student	Secure endorsement from the Program Chair	The student secures the endorsement of the Program Chair and approval of the Dean. An interview may be conducted by the Dean to validate the reason for dropping.	
Student	Secure recommending approval from the Dean		
Dean	Recommended? — No → End / Yes	If Yes, the student is allowed to drop a course or withdraw from the college. For withdrawal and dropping of all courses, accountability clearance found in LU:AA-FO-73 shall be secured.	
Registrar	Issue payment slip		
Cashier	Accept student's payment	The student pays the processing fee at the Cashier's Office	Acceptance: Duly validated OR
Student	Present OR	OR shall be presented to the Registrar's Office	
Registrar	Drop or Withdraw	The student submits the Dropping of Courses and Withdrawal Form to the Registrar's Office for approval.	Output: Processed student request
Registrar	File approved form	Once approved, changes shall be made in the system and copy of the approved form shall be given to the student	

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6.6 Processing Request for Leave of Absence

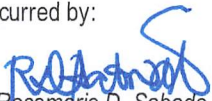| PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend:			
In-Charge	**Process Flow**		
Student	Secure and accomplish Leave of Absence Form	The student accomplishes the form properly and secures the approval of his/her parents/guardian and concerned faculty.	Acceptance: With signature of the parent/guardian and concerned faculty
Student	Accomplish Accountability Clearance	The student reports to the concerned office/s or department/s to verify deficiencies.	Acceptance: Verified and cleared deficiencies
Student	Secure signatures of the Program Chair and Dean	The student secures the endorsement of the Program Chair and approval of the Dean.	
Registrar	Issue payment slip		
Cashier	Accept student's payment	The student pays the processing fee at the Cashier's Office	
Student	Present OR	OR shall be presented to the Registrar's Office	Acceptance: Duly validated OR
Registrar	Process Leave of Absence	The student submits the Leave of Absence form to Registrar's Office for approval.	
Registrar	File approved form	Once approved, changes shall be made in the system and copy of the approved form shall be given to the student.	Output: Processed student request

7. Monitoring and Evaluation

Implementation of this guideline shall be monitored by the Office of the Vice President for Academic Affairs and Registrar's Office and shall be reviewed every two years or as the need arises.

8. Dissemination

This guideline shall be uploaded to and viewable through Laguna University-Quality Document Management System (LU-QDMS).

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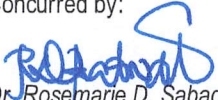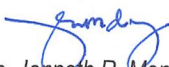*Not to be reproduced or photocopied without proper authorization from the Quality Management Office*

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9. Related Documents

LU:AA-FO-68	Registration Form
LU:AA-FO-69	Readmission Application Form
LU:AA-FO-70	Request for Overload
LU:AA-FO-71	Shifting of Curricular Program Application Form
LU:AA-FO-72	Application for Petitioned Class Form
LU:AA-FO-73	Dropping of Courses and Withdrawal Form
LU:AA-FO-74	Application for Cross Enrolment
LU:AA-FO-75	Cross Enrolment Permit
LU:AA-FO-76	Request for Leave of Absence
LU:AA-FO-77	Data Privacy Consent for Applicants, Students, and Alumni

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