


# Online Enrollment Procedure

To avoid inconvenience, follow strictly the step-by-step procedure.


1. Go to [my.lpu.edu.ph](http://my.lpu.edu.ph).

2. Log in to your account using your Student Number as User Name.

**LYCEUM OF THE PHILIPPINES UNIVERSITY  
MANILA**


**AIMS**

**Student Access Module**

**Student  
Access  
Module**

**User Authentication**

Please sign-in using your username and password.



User Name

Birth Date

Password

Login

Clear Entries

Forgot your password? [Click here.](#)

This module is exclusively for students only. Functions included are :

- Messages
- Update of Profile
- Change of Password
- Registration of Subjects
- Assessment of Selected Subjects
- Payment History (Statement of Accounts)

**INSTRUCTIONS :**

- To sign-in, specify your username and password and click on the Login button.
- To clear entries, click on the Clear Entries button.
- If you forgot your password, click on the Forgot Password link for assistance.

### 3. Go to Registration Tab.

Message Section Offering **Registration** Profile Schedule Grades Account Calendar Password Services and Facilities Evaluation


### 4. For **Regular** students, follow these steps to register subjects.

#### 4.1. Select a section

Student Name:	DELA CRUZ, JUAN DUMMY	Student No.:	2014-12345
Program:	Bachelor of Science in International Travel and Tourism Management	Year Level:	Second Year
School Year:	2015-2016	Semester:	First
Status:	Continuing (Irregular) (24 Unit(s) Allowed)	Section:	<div><div>H246ITTM</div><div>-select section-</div><div>H246ITTM</div><div>H247ITTM</div><div>H248ITTM</div><div>H249ITTM</div><div>H250ITTM</div><div>H251ITTM</div><div>H252ITTM</div><div>H253ITTM</div><div>H254ITTM</div><div>H255ITTM</div><div>H256ITTM</div><div>H257ITTM</div></div>

LEGEND :

No Available Slot/Schedule
Corequisite
Subject Already Taken
Has Prerequisite
Retake



## 4.2. Schedules of the subjects under the selected section **will be shown**. Simply tick all the subjects one by one for easy registration.

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule
<input type="radio"/>	CHIN01R	Elementary Mandarin	3	0	3	- select schedule - ▾
<input type="radio"/>	DFDL01H	Principles of Food Production	2	4	4	[39] H246ITTM M 07:00AM-08:30AM 101NB/W 07:00AM-08:30AM 101NB ▾
<input checked="" type="radio"/>	FILN02A	Pagbasa at Pagsulat Tungo sa Pananaliksik	3	0	3	[38] H246ITTM M 08:30AM-10:30AM 101NB/W 08:30AM-10:30AM 101NB ▾
<input type="radio"/>	FREN01R	Elementary French	3	0	3	- select schedule - ▾
<input checked="" type="radio"/>	IWPL01C	ICT in the Workplace	3	0	3	[38] H246ITTM T 07:00AM-08:30AM 101NB/TH 07:00AM-08:30AM 101NB ▾
<input checked="" type="radio"/>	NIPN01R	Elementary Nippongo	3	0	3	[38] H246ITTM T 08:30AM-10:00AM 107/TH 08:30AM-10:00AM 107 ▾
<input checked="" type="radio"/>	NSTPN12L	National Service Training Program 2 (CWTS)	3	0	3	[39] H246ITTM F 07:00AM-08:30AM 101NB/S 07:00AM-08:30AM 101NB ▾
<input checked="" type="radio"/>	PEBN03A	Individual/Dual Sports (Bowling)	2	0	2	[39] H246ITTM S 01:00PM-03:00PM GYM1 ▾
<input type="radio"/>	SPAN01R	Elementary Spanish	3	0	3	- select schedule - ▾
<input checked="" type="radio"/>	TSMLO3H	Travel and Tour Operations	3	0	3	[39] H246ITTM F 08:30AM-10:00AM 107/S 08:30AM-10:00AM 107 ▾
<input checked="" type="radio"/>	TSMN20H	World Tourism	3	0	3	[39] H246ITTM F 10:00AM-11:30AM 107/S 10:00AM-11:30AM 107 ▾

## 5. For **Irregular** Students, follow these steps to register subjects.

**5.1.** Do not select any section from the dropdown, tick the subjects one by one.

**LEGEND :**


No Available Slot/Schedule
Corequisite
Subject Already Taken
Has Prerequisite
Retake

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule
<input type="radio"/>	CHIN01R	Elementary Mandarin	3	0	3	- select schedule -
<input type="radio"/>	DFDL01H	Principles of Food Production	2	4	4	- select schedule -
<input type="radio"/>	FILN02A	Pagbasa at Pagsulat Tungo sa Pananaliksik	3	0	3	- select schedule -
<input type="radio"/>	FREN01R	Elementary French	3	0	3	- select schedule -
<input type="radio"/>	IWPL01C	ICT in the Workplace	3	0	3	- select schedule -
<input type="radio"/>	NIPN01R	Elementary Nippongo	3	0	3	- select schedule -
<input checked="" type="radio"/>	STPN12L	National Service Training Program 2 (CWTS)	3	0	3	- select schedule - [40] H220CAKO SUN 08:00AM-05:00PM GYM1 [35] H221CAKO SUN 08:00AM-05:00PM GYM1
<input type="radio"/>	PEBN03A	Individual/Dual Sports (Bowling)	2	0	2	- select schedule -
<input type="radio"/>	SPAN01R	Elementary Spanish	3	0	3	- select schedule -
<input type="radio"/>	TSMLO3H	Travel and Tour Operations	3	0	3	- select schedule -
<input type="radio"/>	TSMN20H	World Tourism	3	0	3	- select schedule -

## 5.2. Select the desired schedule

**LEGEND :**

- No Available Slot/Schedule
- Corequisite
- Subject Already Taken
- Has Prerequisite
- Retake

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule
	CHIN01R	Elementary Mandarin	3	0	3	- select schedule -
	DFDL01H	Principles of Food Production	2	4	4	- select schedule -
	FILN02A	Pagbasa at Pagsulat Tungo sa Pananaliksik	3	0	3	- select schedule -
	FREN01R	Elementary French	3	0	3	- select schedule -
	IWPL01C	ICT in the Workplace	3	0	3	- select schedule -
	NIPN01R	Elementary Nippongo	3	0	3	- select schedule -
	NSTPN12L	National Service Training Program 2 (CWTS)	3	0	3	- select schedule - [40] H220CAKO SUN 08:00AM-05:00PM GYM1 [39] H221CAKO SUN 08:00AM-05:00PM GYM1
	PEBN03A	Individual/Dual Sports (Bowling)	2	0	2	- select schedule -
	SPAN01R	Elementary Spanish	3	0	3	- select schedule -
	TSMLO3H	Travel and Tour Operations	3	0	3	- select schedule -
	TSMN20H	World Tourism	3	0	3	- select schedule -

6. Selected subjects and schedules will go to the **“Registered Subjects”** portion.

### REGISTERED SUBJECTS

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule
	NSTPN12L	National Service Training Program 2 (CWTS)	3	0	3	[39] H220CAKO SUN 08:00AM-05:00PM GYM1

**Note:** Subjects under “**Registered Subjects**” are automatically saved. So, there is no need to worry about losing them. If you register 1 subject today, and you are not so sure yet with other subjects’ schedules, you can leave your registered subject as it is; that is already yours even if you will continue your registration the following day.

## 7. For students with back subject/s, simply click the “**Available Subjects**” button then tick the desired subject and select the preferred schedule.

<input type="radio"/>	NIPN01R	Elementary Nippongo	3	0	3	- select schedule -
<input checked="" type="radio"/>	NSTPN12L	National Service Training Program 2 (CWTS)	3	0	3	- select schedule -
<input type="radio"/>	PEBN03A	Individual/Dual Sports (Bowling)	2	0	2	- select schedule -
<input type="radio"/>	SPAN01R	Elementary Spanish	3	0	3	- select schedule -
<input checked="" type="radio"/>	TSMN03H	Travel and Tour Operations	3	0	3	- select schedule -
<input type="radio"/>	TSMN20H	World Tourism	3	0	3	- select schedule -

### PE

#	Description	Lec Hours	Lab Hours	Credited Units	Schedule
No Available Subjects					

### REGISTERED SUBJECTS

#	Subject Code	Description	Lec Hours	Lab Hours	Credited Units	Schedule
No Available Subjects						

Available Subjects

## 8. Click the “Assess” button to view assessment.

### LEGEND :

No Available Slot / Schedule
Corequisite
Subject Already Taken
Has Prerequisite
Retake



Assess

This is how the page looks like after clicking the “**Assess**” button. Click the [Back to Registration](#) link if you wish to make changes / add more subjects.

[Back to Registration](#)

#	Subject Code	Section	Description	Lec	Lab	Cred Units	Time	Day	Room
1	NSTPN12L	H220CAKO	National Service Training Program 2 (CWTS)	3	0	(3)	08:00AM - 05:00PM	SUN	GYM1
<b>TOTAL</b>						<b>3/(0)</b>			

**Total Tuition Fee** 0.00

**Total Miscellaneous Fees** 11,566.00

**Other School Fees**

Booklet	:	31.00
NSTP Fee	:	1,935.00
Syllabus Fee	:	1.00
<b>Total Other School Fees</b>		<b>1,967.00</b>

**TOTAL TUITION & FEES** : **Php13,533.00**

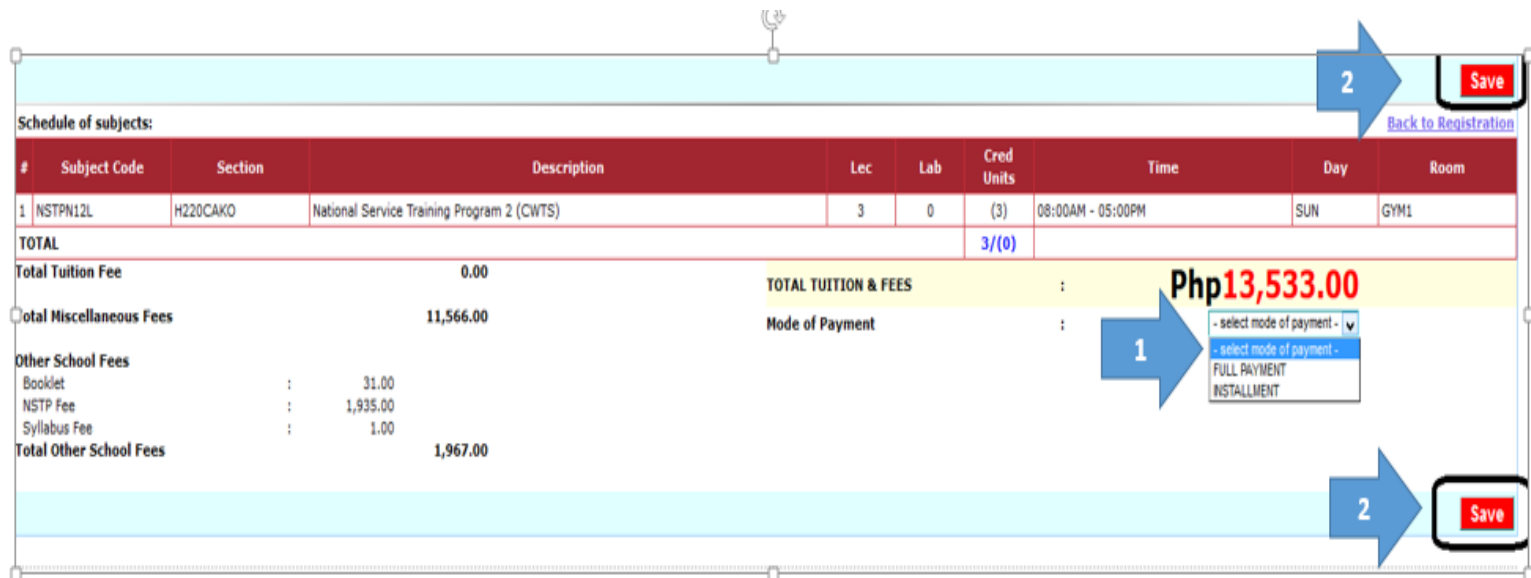
**Mode of Payment** :

- select mode of payment -  
 - select mode of payment -  
 FULL PAYMENT  
 INSTALLMENT

[Save](#)



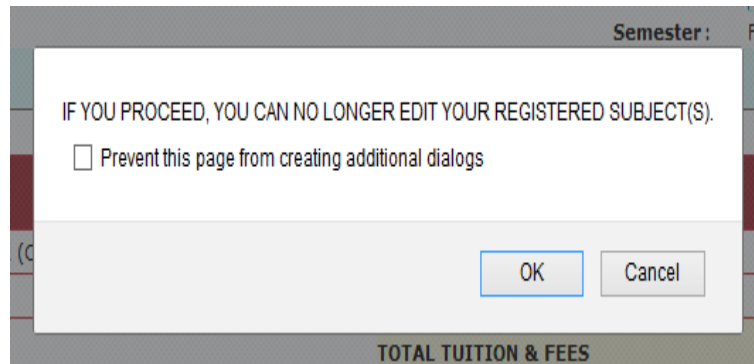
9. Select **“Payment mode”** (1) then click the **“Save”** button (2) to complete your registration. Make sure all subjects and schedules selected are correct because you can no longer make changes.



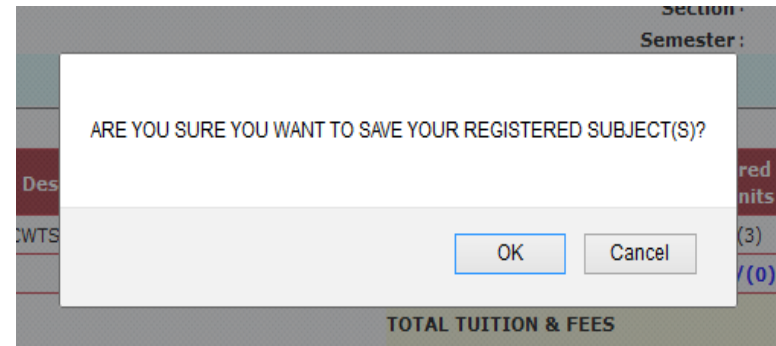
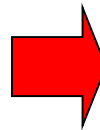
The screenshot shows a registration form with the following sections:

- Schedule of subjects:** A table with columns: #, Subject Code, Section, Description, Lec, Lab, Cred Units, Time, Day, Room. It lists one subject: NSTPN12L, H220CAKO, National Service Training Program 2 (CWTS), 3, 0, (3), 08:00AM - 05:00PM, SUN, GYM1.
- TOTAL**: 3/(0)
- Total Tuition Fee**: 0.00
- Total Miscellaneous Fees**: 11,566.00
- Other School Fees**:
  - Booklet: 31.00
  - NSTP Fee: 1,935.00
  - Syllabus Fee: 1.00
  - Total Other School Fees**: 1,967.00
- TOTAL TUITION & FEES**: **Php13,533.00**
- Mode of Payment**: A dropdown menu with options: - select mode of payment -, - select mode of payment -, FULL PAYMENT, INSTALLMENT. A blue arrow labeled '1' points to this dropdown.
- Save** buttons: Two red buttons labeled 'Save' are present. A blue arrow labeled '2' points to the top 'Save' button, and another blue arrow labeled '2' points to the bottom 'Save' button.
- Back to Registration**: A blue link text.

**10. After clicking the save button, the system will prompt the following questions / options before finalizing the procedure to make sure that you are properly guided. Click OK, otherwise, click the cancel button.**



Clicking OK button will still prompt you another option / message.



Click OK if FINAL otherwise, click the cancel button.

# 11. After saving, click printer-friendly version.

Welcome, **ARANDY, ARIANNE THERESE SUMAYAY** (2011-11032)

[SIGN OUT](#)

<b>Student Name</b>	: <b>ARANDY, ARIANNE THERESE SUMAYAY</b>	<b>Student No. :</b>	<b>2011-11032</b>
<b>Program</b>	: Bachelor of Science in International Hospitality Management with Specialization in Cruise Line Operations in Culinary Arts	<b>Year Level :</b>	Fourth Year
<b>Status</b>	: Continuing (Irregular) ( 6 Unit(s) Allowed )	<b>Section :</b>	<input type="text" value="-select section-"/>
<b>School Year</b>	: 2014-2015	<b>Semester :</b>	Second

**Save**

Schedule of subjects:

[Back to Registration](#)

#	Subject Code	Section	Description	Lec	Lab	Cred Units	Time	Day	Room
1	DTCN09H	H449CLOCA	Practicum 8 (200 hours) Basic Safety Course	2	0	2	05:00PM - 07:00PM	TF	228
<b>TOTAL</b>						<b>2/(0)</b>			

Total Tuition Fee 2,458.00

Total Miscellaneous Fees 10,816.00

Other School Fees

Syllabus Fee : 1.00

Total Other School Fees 1.00

**TOTAL TUITION & FEES : Php13,275.00**

Mode of Payment :

Installment Charge : 1,000.00

Downpayment : 5,000.00

Payment 1 (11/29/2014) : 3,091.00

Payment 2 (01/15/2015) : 3,091.00

Payment 3 (03/01/2015) : 3,093.00

**AMOUNT DUE : Php 5,000.00**

**GRAND TOTAL : Php 14,275.00**

View this page in a [printer-friendly version](#). Clicking this link will open a new page in the web browser.

**Save**

## 12. Print your Unofficial Assessment Form and proceed to Payment.

### Where to Pay:

**LPU Cashier** or Any **BPI** or **BDO** Branches nationwide. Make sure you input the correct **student number** on the bank payment slip. Otherwise, your payment might be credited to another student.

#### **BANK BPI**

Account No. - 4953-0500-43  
Account Name – Lyceum of the Philippines University  
Policy/Plan Ref. # Student No. (Ex. 2013-10002)  
Plan holder's Name-Student Name

#### **BANK BDO (Payment slip Form-Orange color)**

Company Name – Lyceum of the Phil University  
Subscriber's Account#-Student No. (Ex. 2012-10003)  
Subscriber's Name – Student Name

LYCEUM OF THE PHILIPPINES UNIVERSITY		2nd Semester, SY 2014-2015		UNOFFICIAL ASSESSMENT FORM	
APPLICANT ID: 2013-10002	COURSE: BSIHM-CLOCA				
NAME: APARICIO, ALLANNE THERESE SUMARAY	COLLEGE: College of International Hospitality Management				
<b>CLASS SCHEDULE</b>					
SUBJECT CODE	COURSE DESCRIPTION	SECTION	TIME	DAYS	ROOM
DTCN09H	Practicum 8 (200 hours) Basic Safety Course	H449CLOC	05:00PM-07:00PM	T/F	228
*****NOTHING FOLLOWS*****					
<b>TOTAL UNITS</b>					<b>2</b>
<b>TUITION FEE</b>					2,458.00
<b>MISCELLANEOUS FEES</b>					10,816.00
<b>LABORATORY AND OTHER FEES</b>					
OTHER FEES					
LABORATORY FEES					
Syllabus Fee					1.00
<b>TOTAL LABORATORY AND OTHER FEES</b>					1.00
<b>TOTAL ASSESSMENT</b>					13,275.00
<b>ADD: INSTALLMENT CHARGE</b>					1,000.00
<b>TOTAL AMOUNT DUE</b>					14,275.00
<b>LESS: DOWNPAYMENT</b>					0.00
<b>BALANCE (PAYABLE INSTALLMENTS)</b>					14,275.00
<b>INSTALLMENT PAYMENT SCHEDULE</b>					
PAYMENT	DUE DATE	MINIMUM AMOUNT DUE			
Downpayment		5,000.00			
Payment 1	11/29/2014	3,091.00			
Payment 2	01/15/2015	3,091.00			
Payment 3	03/01/2015	3,093.00			
<b>ACKNOWLEDGEMENT (to be signed by Student)</b>					
I understand and agree to the following:					
1. That I am considered officially enrolled for the semester only.					
2. That this assessment is only valid until 5 days after completing this form. Failure to confirm my enrollment and pay the minimum downpayment will automatically render this assessment void.					
3. That any unpaid balance shall be paid in full, including the applicable penalties, prior to re-enrollment or issuance of any clearance for graduation or transfer credential.					
APARICIO, ALLANNE THERESE SUMARAY / October 02, 2014					
Signature over Printed Name and Date					

For Bank Payments, you can print your EAF the following day.

For Check Payments, You can print your EAF after 6 working days.

## **Reminder:**

**There is a practicum discount for those who will enroll in Practicum subjects only. To avail of the practicum discount, follow enrolment procedures 1-13 then proceed to SRMD (Registrar's Office) for tagging of discount before you proceed to payment.**

THANK YOU