

ONLINE ENROLLMENT STEPS FOR OLD/CONTINUING STUDENTS, SHIFTEES AND RETURNEES

A. SELECTION OF SUBJECTS

1. Log-in to your account in www.lm.uc.edu.ph/students using your ID and password. **(Your username is your ID Number (ex. 12345678); while your password is your last name (ALL CAPS)).** If in case you forgot your password, click “forgot your password”
2. Click STUDENT menu, then online enrollment

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HOME **STUDENT** SERVICES ABOUT

Settings
Student Information
Survey
Online Enrollment

Welcome To Your Online Student Portal

It is advised that you update your password, using your default is strongly not recommended click here to update your password

Student Information ::

19101666 MANDAL. BSIT 3

3. Read the steps for online enrollment

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HOME **STUDENT** SERVICES ABOUT

Online Enrollment

Steps For Online Enrollment

1. Select a Semester to enroll
2. Select your course and year level, Changing your course to another course from your last enrollment will make a Shiftee
3. Add Subjects by searching by subject or by Section
4. Mark the subjects you like to add and select **+ ADD SELECTED SUBJECT(S) TO MY LOAD**
5. You can remove subject from your load by pressing **x**
6. just click, **SAVE ENROLLMENT** when done

Select a term

I agree and read the terms and agreement [View](#)

By clicking on the "I ACCEPT" on the button below, you hereby agree to, consent to, and accept in full the School's Terms and Conditions, in lieu of your physical or actual signature.

→ I ACCEPT

Your Contact Information

Mobile Number	<input type="text" value="09328654524"/>
E-Mail	<input type="text" value="jamqwe20@gmail.com"/>
Facebook Account	<input type="text" value="mandal"/>

UPDATE CONTACT INFORMATION

4. Read the terms and agreement by clicking VIEW

[View](#)

5. check the box  I agree and click the accept button 

6. Select by subjects or select by section

Enrollment For 1st Sem S.Y. 2020-2021 Free license (non-com)

B.S. IN INFORMATION TECHNOLOGY-1 New/Freshmen

Edp Code	Subject	Course	Units	Time	Days	Room	Status	Remarks
			Units	0				

Maximum units for this semester is 24


Need at least one (1) subject to save enrollment


Search by Subject SEARCH

Enroll by Section VIEW SECTION

6.1. For block section:

6.1.1. select section and click view section

6.1.2. All subjects in the section will be displayed, click “add selected subjects to my load” button 



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Enrollment For 1st Sem S.Y. 2020-2021

B.S. IN INFORMATION TECHNOLOGY-1 New/Freshmen

Your Selected Subjects Will Display Here

Search by Subject SEARCH

Enroll by Section VIEW SECTION

Search for : EC1A

Mark subjects that you want to add to your load

+ ADD SELECTED SUBJECT(S) TO MY LOAD

Note: block section are scheduled by groups, your groupings will be set once your enrollment is saved

	Edp Code	Subject	Course	Units	Time	Days	Room	Status
<input checked="" type="checkbox"/>	07229	CC-INTCOM 11	BSIT-1A	3	7:30-9:00 AM	MON	MA3	Open
	Subject linked with 07226							
<input checked="" type="checkbox"/>	07232	CC-INTCOM 11	BSIT-1A	0	7:30-9:00 AM	WED	SDL	Open
<input checked="" type="checkbox"/>	07235	MATH 100	BSIT-1A	3	9:00-10:30 AM	MON	MA3	Open
	Subject linked with 07232							
<input checked="" type="checkbox"/>	07237	MATH 100	BSIT-1A	0	9:00-10:30 AM	WED	SDL	Open
<input checked="" type="checkbox"/>	07239	CC-COMPROG11	BSIT-1A	2	10:30-11:30 AM	MON	211	Open
	Subject linked with 07237							
<input checked="" type="checkbox"/>	07241	CC-COMPROG11	BSIT-1A	0	10:30-11:30 AM	WED	SDL	Open
<input checked="" type="checkbox"/>	07244	CC-COMPROG11-L	BSIT-1A	1	12:00-1:30 PM	MON	C1	Open
	Subject linked with 07241							
<input checked="" type="checkbox"/>	07247	CC-COMPROG11-L	BSIT-1A	0	1:30-3:00 PM	MON	C1(GL)	Open
<input checked="" type="checkbox"/>	07249	ENGL 100	BSIT-1A	3	3:00-4:30 PM	MON	207	Open

6.1.3. This is the display. click the save enrollment button in the lower part of the screen.

Note: You are enrolled by Block Section, Removing one subject will remove all subjects

	Edp Code	Subject	Course	Units	Time	Days	Room	Status	Remarks
	07247	CC-COMPROG11-L	BSIT-1A	0	1:30-3:00 PM	MON	C1(GL)	Open	
	07241	CC-COMPROG11	BSIT-1A	0	10:30-11:30 AM	WED	SDL	Open	
	07239	CC-COMPROG11	BSIT-1A	2	10:30-11:30 AM	MON	211	Open	
	07244	CC-COMPROG11-L	BSIT-1A	1	12:00-1:30 PM	MON	C1	Open	
	07229	CC-INTCOM 11	BSIT-1A	3	7:30-9:00 AM	MON	MA3	Open	
	07232	CC-INTCOM 11	BSIT-1A	0	7:30-9:00 AM	WED	SDL	Open	
	07249	ENGL 100	BSIT-1A	3	3:00-4:30 PM	MON	207	Open	
	07252	ENGL 100	BSIT-1A	0	3:00-4:30 PM	WED	SDL	Open	
	07261	IT-WEBDEV11-L	BSIT-1A	0	1:30-3:00 PM	TUE	C2(GL)	Open	
	07256	IT-WEBDEV11	BSIT-1A	0	10:30-11:30 AM	THU	SDL	Open	
	07259	IT-WEBDEV11-L	BSIT-1A	1	12:00-1:30 PM	TUE	C2	Open	
	07235	MATH 100	BSIT-1A	3	9:00-10:30 AM	MON	MA3	Open	
	07237	MATH 100	BSIT-1A	0	9:00-10:30 AM	WED	SDL	Open	
	07278	NSTP 101	BSIT-1A	3	12:00-1:30 PM	SAT	MA3	Open	
	07274	PE 101	BSIT-1A	2	4:30-5:30 PM	MON	PE ROOM	Open	
	07276	PE 101	BSIT-1A	0	4:30-5:30 PM	WED	SDL	Open	
	07267	PSYCH 101	BSIT-1A	0	3:00-4:30 PM	THU	SDL	Open	
	07264	PSYCH 101	BSIT-1A	3	3:00-4:30 PM	TUE	MA3	Open	
	07269								
	07272								

Online Enrollment

Enrollment Saved

Steps For Online Enrollment

Note:
 • The schedu
 saved your en
 SDL: Self-Dire
 GLL - Guided |
 F2F= FACE to
 Maximum unit

1. Select a Semester to enroll

Subject with conflict will not be included when saved

6.1.4. Enrollment is saved when you see this display.

6.2. For Non- block schedules, select search by subject

6.2.1. select search by subject

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B.S. IN INFORMATION TECHNOLOGY-1 New/Freshmen

Edp Code	Subject	Course	Units	Time	Days	Room	Status	Remarks
			Units	0				

Maximum units for this semester is 24

Need at least one (1) subject to save enrollment

Search by Subject

Enroll by Section

6.2.2. All subjects in the section will be displayed, click “add selected subjects to my load” button

6.2.3 Click **Save enrollment**

Note:

- The schedules reflected are for blended /flexible learning to comply with the Social Distancing Protocols with FACE to FACE (in campus) and SDL (Self Directed Learning) in rotational manner. For subjects with Laboratory and to meet the 3hour requirement per week, GL or Guided Learning is also placed. Thus:
 - Subject with lab:
 - LECTURE: 1- face to face and 1-SDL
 - LABORATORY: 1 – face to face and 1 GL (Guided learning)

07241	CC-COMPROG11	BSIT-1A	0	10:30-11:30 AM	WED	SDL
07239	CC-COMPROG11	BSIT-1A	2	10:30-11:30 AM	MON	211
07244	CC-COMPROG11 L	BSIT-1A	1	12:00-1:30 PM	MON	C1
07247	CC-COMPROG11 L	BSIT-1A	0	1:30-3:00 PM	MON	C1(GL)

- Non -Lab Subject:
 - LECTURE: 1- face to face and 1-SDL

07229	CC-INTCOM 11	BSIT-1A	3	7:30-9:00 AM	MON	MA3
07232	CC-INTCOM 11	BSIT-1A	0	7:30-9:00 AM	WED	

- But because of the new developments from CHED, Face-to-face sessions will only be conducted once government protocols permit and once it is safe to do so.
- For now, you may or may not include the SDLs and GLs. Just make sure to select the EDP CODES with ROOM and UNITS

B. DEAN/PRINCIPAL APPROVAL

- Upon the dean's/principal's approval, you will be advised to pay the Entrance Fee of 500.00 and the outstanding balance, if any. You will also receive an email notification from the Student's Accounting Office.
- You may EMAIL student_acctg@yahoo.com for inquiries on tuition fee, outstanding balance, assessment and other related concerns.

C. PAYMENT

- PAY to the following accredited banks/remittance centers
<INSERT ACCREDITED BANKS / REMITTANCE CENTERS
- EMAIL a scanned copy or clear image photo of proof of payment to email: uclm.payments@gmail.com OR
UPLOAD a scanned copy or clear image photo of proof of payment to the enrollment portal.
- The Cashier's Office shall CONFIRM the receipt of payment through the enrollment portal or through email within 5-7 working days to VALIDATE your enrollment.

D. NOTIFICATION OF ENROLLMENT AND STUDY LOAD

- A notification of OFFICIAL ENROLLMENT and STUDY LOAD/SCHEDULES shall be emailed to you. Please check your email regularly.
- Welcome to UC!