



February 8, 2024

MEMORANDUM CIRCULAR 07
Series 2024

T O: All College Deans, Academic Department Heads, Directors, and Faculty
R E: Checking of Class Roster

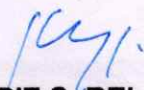
In order to ensure that only students who are officially enrolled in the class are attending, all instructors/professors must check their class rosters in the cumulus portal, and ensure that all students attending the class have a **validated Certificate of Registration (COR)** (shown in the right column opposite their name). **Only students with validated COR should be allowed to officially attend classes.**

If a **NO** validation is indicated, it is either the Registration Form (RF) was not yet approved by the Academic Adviser, or the approved RF was not yet forwarded by the department clerk or the student to the Registrar's Office. In such cases, please advise the students to immediately check with their advisers or the department clerk in order for their enrollment to be validated, and for them to receive an e-copy of the validated COR.

If there are enrolled students who are not attending, or have transferred to another section, put NA opposite their names in the class roster. **If there are students who transferred to your class from another section, print your class roster and write their names after the last student in the list, and SUBMIT the updated class roster to the Registrar's Office on or before February 29, 2024. It will be the basis of the Registrar's Office in updating the list and generating the grade sheets.**

Non-submission of a printed class roster means that the class roster is in order.

For guidance and strict compliance.


BEATRIZ S. BELONIAS
VP for Academic Affairs