



August 2, 2021

**MEMORANDUM CIRCULAR NO. 20**  
Series of 2021

**T O: All College Deans, Department Heads and Academic Advisers**

**R E: Academic Advising**

Academic advising is one of the very important responsibilities of the faculty. The academic success of a student can be greatly affected by the quality of academic advising availed by the student.

Academic advisers have the following responsibilities:

1. Keeps an updated file of the course checklist with grades of all his/her advisees. The adviser can access the grades from his/her Teacher's Portal on Cumulus One.
  2. Checks and approves the subjects to be enrolled by his/her advisees every semester. If the student is regular, the adviser must make sure the student follows the blocked schedule. For irregular students, the adviser needs to check the following:
    - a. The subjects enrolled are following the approved curriculum.
    - b. The student has passed all the pre-requisite subjects of the courses to be enrolled.
    - c. The student's academic load is sufficient and reasonable in terms of total number of units and level of difficulty taking into consideration the overall capability of the student. Unless extremely necessary, overloading of subjects should not be allowed. Similarly, underloading should be discouraged as this will cause unnecessary delay in the completion of the degree program.
- In case of overload, the student needs to file a Request for Overload at the Registrar's Office using the form FM-REG-09.
3. Guides the student in preparing his/her program of study/coursework to ensure the student completes the degree program within the prescribed period, especially if vying for Latin Honors. Based on our policy, a student will only qualify for Latin Honors if the degree program was completed within the prescribed period or earlier. For example, if a program is designed for 8 semesters and one summer, a student can only graduate with Latin Honors if he/she completed the program in 8 semesters and one summer or less. It should also be noted that for transferees, the number of semesters spent in the student's previous school is included in the count.






4. Monitors the progress of the student in academics, checks on the student's INC and failing marks and gives advices on how to improve academic performance. If the student skips school, the adviser should check that the student has filed a Leave of Absence (LOA) at the Registrar's Office, otherwise the period of his absence shall be included in the total number of terms the student spent for the program. It should be noted that the maximum number of semesters for LOA is only 2 semesters.

Enrolment is now going on for 1<sup>st</sup> semester 2021-2022. Completely online enrolment is done in the main and Tolosa campuses and remote enrolment in the Villaba, Isabel and Alangalang campuses. During the period of the enrolment, academic advisers should be available to provide guidance to their advisees and most importantly, to approve their enrolment, otherwise they may just provide a list of subjects to be enrolled by each of their student advisees (plus other instructions/comments/suggestions to each student, if any) to the Department Enrolment Focal Person, who will approve the student's enrolment in their behalf.

College Deans thru the department heads are requested to monitor compliance to this memorandum.

  
**BEATRIZ S. BELONIAS**  
*Vice President for Instruction*

cc: Registrar's Office  
Dean of Students



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 910852749

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2  
**FM-VSU-02**  
v0 05-04-2020

No. 20