



1 June 2021

MEMORANDUM CIRCULAR NO. 61
Series of 2021

T O: College Deans, Department Heads/Directors, Faculty, and Students

R E: Pre-enrolment – related Matters (1st Semester, 2021-2022)

A. Application for Readmission/Changing of Degree Program/Major

The General Registration for 1st Semester 2021-2022 will be on **July 26-30, 2021**. Based on our school calendar, the **schedule for application for readmission and shifting of degree program/major field will be on June 21 – July 2, 2021**. This is to allow sufficient time for the processing and approval of the application, unblocking of enrolment on CumulusOne of those seeking readmission, and to give enough time for the new academic advisers to properly guide students on the subjects that they will enroll **PRIOR** to the registration period.

In the past, despite the set schedule, many students apply for readmission or shifting **DURING** the enrolment period. Since processing of the application takes one to two weeks to complete, by the time the application is approved, many of the subjects that they intend to enroll are already closed. Furthermore, when these processes are done during the enrolment period, the staff of the Registrar's Office, the Office of the Dean of Students, and the academic advisers will be overwhelmed with the additional task of attending to the concerns of these students, instead of focusing only on the enrolment.

B. Requests for Unscheduled Subjects

The schedule of processing and submission of requests for unscheduled subjects is on **July 12-23, 2021**. This is to give enough time for the recruitment of students who are interested to enroll in the course, get the approval of all the signatories, and for the Office of the Registrar to prepare the additional class schedules and incorporate them into the CumulusOne.

At the start of the General Registration week (July 26, 2021) any application for readmission/shifting, and request for unscheduled subjects **will no longer be entertained**. College Deans and Department Heads shall ensure compliance to this memorandum by all academic units.

For your guidance and strict compliance.


EDGARDO E. TULIN
President