



January 15, 2021

Memo Circular No. 04

Series of 2021

T O: All College Deans, Department Heads, Institute Directors and Faculty Members

R E: Updating/Submission of Final Class Rosters

Please be informed that the Office of the University Registrar is now finalizing the Grade Sheets of all subjects offered this 1st Semester. Thus, all faculty members **ARE REQUIRED** to update their class rosters in CumulusOne. Put "Not Attending", "Dropped", "Withdrew Enrolment", or "Transferred to another section" whichever is applicable, opposite the names of students who are not attending the class. If there are students who are attending but are not in the list, **PRINT THE CLASS ROSTER and ADD THE NAMES** of these students below. Submit the printed list to the Office of the University Registrar on or before Jan. 22, 2021. If there is no comment under "Remarks" or there is no printed updated list submitted to the Registrar, we will take it to mean that the list in the CumulusOne is complete and valid.

College Deans are directed to ensure compliance to this memo by all faculty in the college.

For information and guidance.

Thank you.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs