

1st TERM AY 2018-2019 ENROLMENT PROCEDURE

July 27-28, 2018

8:00 – 11:30, 1:00-4:00

Thomas Aquinas Research Complex

ENROLMENT PROCEDURE (NEW STUDENTS)

- Step 1a: Fill out pre-enrolment form. (Room 310)
- Step 1b: Read, fill out, sign, and submit the Enrollment Conformance.
- Step 2: Seek enrolment consultant's advice and approval. (Rooms 201-204)
***No Student Handbook, no enrolment approval.**
- Step 3: Request for subject encoding. (Room 205)
- Step 4a: Request for assessment of fees. (Room 405)
- 4b: Pay enrolment fees. (Room 405)
- Step 5: Request for student I.D. (Room 403)
**Proceed to the Health Service for physical examination and immunization.*

ENROLMENT PROCEDURE (OLD STUDENTS)

- Step 1a: Log on Student Portal. Read, fill out, sign and submit the Enrollment Conformance. Print the form and submit it upon enrolment.
- Step 1b: Fill out the Student Satisfaction Survey (SSS). Present or submit the reference number upon enrollment. If SSS has been completed before, proceed to Step 2a right away.
- Step 2a: Request for clearance. (Board Room – 3rd Floor)
**Viewing of grades may be done at the LRU (1st Floor)*
** Requirements: (if applicable)*
- *Grades in Independent Research, copy of the journal article and/or the journal where the paper was published*
 - *Grades in Thesis Writing*
 - *WCE Grades/Certification for 2ND Term AY 2016-2017 and Special Term TW1 Enrolees*
 - *Physical Examination Certificate*
 - *OBE Course Reflective Vignette*
 - *Change of Status Form (for those on probationary status)*
 - *Completion Grade(s)*
 - *Academic Writing*
 - *Foundation Courses*
 - *Psychological Test/Health Service Clearance*
 - *Clearance from the Library*
 - *Student Academic Evaluation Form (for returning students)*
- 2b: Fill out pre-enrolment form. (TARC Auditorium)
- Step 3: Seek enrolment consultant's advice and approval. (Rooms 201-204)

****No Student Handbook, no enrolment approval.***

- Step 4: Request for subject encoding. (Room 205)
**Foreign students, please proceed to the Registrar's Office for clearance.*
- Step 5a: Request for assessment of fees. (Room 405)
- 5b: Pay enrolment fees. (Room 405)
- Step 5: Request for I.D. validation. (Room 403)

PROCEDURE FOR CHANGING or DROPPING COURSES

1. Fill out the *change of subject(s)* form. (Form 6A).
2. Seek the approval of the Faculty Secretary.
3. Proceed to the encoding section (Room 205 during enrolment period or Dean's Office after the enrolment period)
4. Proceed to the assessor for printing of Form 6. (Room 404 during enrolment period or Accounting Office after the enrolment period)
5. Pay the processing fee (Room 404 during enrolment period or at the Cashier's Office after the enrolment period)
6. Submit a photocopy of the revised registration form to the Dean's Office.

Note: Make sure that the processing fee of Php 20.00 is paid. Otherwise, the change of courses will not be effected.

REMINDERS

1. No Student Handbook, no enrolment approval.
2. *Students sending someone (proxy) to enrol them on their behalf should fill out the form issued by the Registrar's Office. The said form may be downloaded from the student portal.*
3. No Student Satisfaction Survey (SSS), no enrolment clearance for old students.
4. Course conversion, e.g., major to core, core to major, cognate to major, is highly discouraged as the prospectus dictates how these courses have to be treated. Doing so will minimize problems encountered during student academic evaluation.
5. Please ensure that you have already finished your coursework, i.e., have earned sufficient units (6 pre-requisite, 9 core, 15 specialization **for master's**; 9 Philosophy courses/applied courses and 30 specialization **for doctoral**) and have taken the Written Comprehensive Examination (WCE) before you enrol in TW 1/DW1.
6. Returning students (those who have been inactive for one year or more) should see the Faculty Secretary for TOR evaluation.

7. Enrol in courses meant for your program unless these courses are treated as cognates or simply courses you are interested in.
8. The maximum academic load for students during a regular semester is **twelve (12) units**. The exceptions are as follows: **Those under scholarship** - 18 units; **Those about to graduate** - 15 units. The minimum number of units, however, is six; only three units in the case of TW1 enrolees. Fill out the overload form if you wish to enrol in 15 units.
9. Prioritize pre-requisite courses before taking other courses. *Students who have not taken Research Methods are not allowed to enrol in Thesis Writing 1.*
10. Seek advice about the nature of courses with revised or new titles so that retaking the same courses will be avoided.
11. Please note that old students will follow the old curricula while the new students shall follow the newly revised curricula. Old students, however, may enrol in the new courses offered this term.
12. Graduates of non-thesis MA programs required to enrol in Independent Research or Thesis Writing (bridging program) are not allowed to enrol in specialization courses if they have not published their papers in reputable journals or have not orally defended their theses.
13. Thesis Writing 1 (TW1) enrolees should enrol in the TW1 courses meant for their program. Those enrolling in TW1 for the 2nd or 3rd or 4th time may take the TW1 class assigned to the OGR Director.
14. **TW and DW enrolees should see the Office for Graduate Research staff prior to encoding of courses.**

Prepared by:


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