

1st TERM AY 2019-2020 ENROLMENT PROCEDURE

July 26-27, 2019

July 26 am: Social Sciences and Education

July 26 pm: Natural, Physical and Health Sciences

July 27 am: Business and Management, Architecture and Engineering

July 27 pm: Arts and Humanities

Venue: The Graduate School, Thomas Aquinas Research Complex (TARC)

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. (Room 400-403)
****No Student Handbook, no enrolment approval.***
- Step 3: Request for course encoding. (Room 405) (OGR for Bridging Program or Thesis Writing)
- Step 4a: Request for assessment of fees. (TARC Auditorium)
- 4b: Pay enrolment fees. (TARC Auditorium)
- Step 5: Request for student I.D. (Thesis Consultation Room, Ground Floor)
**Proceed to the Health Service for physical examination and immunization.*

ENROLMENT PROCEDURE (OLD STUDENTS)

- Step 1: Log on to Student Portal. Read, fill out, sign and submit the Enrollment Conformance. Print the form and submit it upon enrolment.
- 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 2018-2019 and Special Term TW1 Enrolees*
 - *Physical Examination Certificate*
 - *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. (Board Room – 3rd Floor)

- Step 3: Seek enrolment consultant's advice and approval. (Room 400-403)
***No Student Handbook, no enrolment approval.**
**Foreign students, please proceed to the Registrar's Office for clearance.*
- Step 4: Request for course encoding. (Room 405) (OGR for Thesis/Dissertation Writing enrolment)
- Step 5a: Request for assessment of fees. (TARC Auditorium)
- 5b: Pay enrolment fees. (TARC Auditorium)
- Step 5: Request for I.D. validation. (Thesis Consultation Room)

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. 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.
4. Please ensure that coursework has been completed, i.e., have earned sufficient units (usually 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 enrolling in TW 1/DW1.
5. Returning students (those who have been inactive for one year or more) should see the Faculty Secretary for TOR evaluation.
6. Students should enrol in courses meant for their program unless these courses are treated as cognates or simply courses they are interested in.
7. 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. An overload form should be filled out should students wish to enrol in 15 units.
8. Pre-requisite courses should be prioritized before other courses are taken. *Students who have not taken Research Methods are not allowed to enrol in Thesis Writing 1.*
9. Students should seek advice about the nature of courses with revised or new titles so that retaking the same courses will be avoided.
10. Old students will follow the old curricula while the new students will follow the newly revised curricula. Old students, however, may enrol in the new courses offered this term.

11. 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.
12. Thesis Writing 1 (TW1) enrollees 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.
13. **TW and DW enrollees should see the Office for Graduate Research staff prior to encoding of courses.**

Prepared by:

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