



ATENEUM DE MANILA UNIVERSITY
PROFESSIONAL SCHOOLS
Office of the Registrar

03 November, 2015

MEMO FOR : AGSB DEPARTMENT CHAIRS, FACULTY, STUDENTS
RE : **CURRICULAR EXCEPTIONS TO REGISTRATION**

Effective immediately, all requests for exceptions to registration (exemption from pre-requisites, late registration, enlistment despite lacking grades in requisite courses, etc.) should be emailed to the respective department as follows:

Operations and IT Department

Email Address: operations-it.gsb@ateneo.edu

Economics, Finance, and Accounting Department

Email address: economics-finance.gsb@ateneo.edu

Strategic and Marketing Management Department

Email Address: strategic-markman.gsb@ateneo.edu

Leadership and Human Resource Department

Email Address: leader-humres.gsb@ateneo.edu

Please include in your email the following: (1) Your full name; (2) degree pursued; (3) exception/s being requested; (4) courses passed; and (5) work and educational background. These data are required to arrive at a decision to the exception being requested. Only requests with complete data will be entertained.

Students may expect a response from the respective Department within 24 to 48 hours upon receipt of the email request.

Please be guided accordingly.


CONRADO G. SAN PEDRO, JR., MTM
AGSB Assistant Registrar

Noted:


J.J. AGTARAP
APS Registrar


MARCIAL ORLANDO A. BALGOS, JR., Ph.D.
AGSB OIC-Dean

CC: Curriculum Director, IT Manager, CCE Director