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 prerequisites, 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