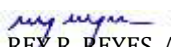




ATENEO DE MANILA UNIVERSITY  
PROFESSIONAL SCHOOLS  
Office of the Registrar

12 January, 2021

MEMO FOR : The AGSB Community  
FROM :   
REY R. REYES, APS Registrar  
SUBJECT : **Registration Schedule & Process for 2<sup>nd</sup> Trimester, AY 2020-2021**

**Registration and enrollment shall be entirely online.**

AGSB shall continue implementing the directives of the April 22 Memo issued by the Dean. This is reiterated in the May 7 memo from the Office of the University President which instructs all units of the University to be guided by the policies and protocols set forth by the Government. In compliance, AGSB shall continue adopting an entirely online process for registration and enrollment for the incoming trimester.

**Regular Registration is from January 28 – 30, 2021.  
Late Registration is until 2:00 PM of February 13, 2021.**

28 January, 2021

- **Special Registrations** (privilege given to survey respondents) - 8:00 AM-10:00 AM on 28 January only.
- **Regular Registrations** - from 10:30 AM onwards until 2:00 PM of 30 January 2021.

01 February, 2021

- **Late Registrations** - from 10:30 AM, until 2:00 PM of 13 February, 2021.
- **Late Registration** will incur a Late Registration Fee.

**During the REGULAR and LATE REGISTRATION PERIODS, students can register anytime, EXCEPT during the System Maintenance Time every day from 7:00 PM until 8:00 PM. During this time, the registration module becomes unavailable.**

**REGISTRATION PROCESS**

1. Most conditions that prevent a student from regular online registration are suspended, including the submission of enrollment requirements covered by promissory notes and the ORSEM requirement for old students. Note however that

**Commented [JSP1]:** It would be better if the box containing the registration schedule is put before this line. Currently, it's in between the words "set" and "forth" of the above paragraph (in my edit view).

**Commented [rr2R1]:** Fixed. I wonder why it moved. I looked correct in my screen.

**Commented [rr3R1]:**

the ORSEM requirement will be reinstated during the Third Trimester enrollment.

2. To see the available courses and schedules, go to your [Student Access Module](#) then click on the *Section Offering*, select your MBA program, then select your courses, taking care to avoid schedule conflicts.

**Conflict Checking will still be enforced. Classes are scheduled twice a week, with the expectation of both synchronous and asynchronous delivery. For this reason, schedule conflicts will still be flagged and disallowed.**

3. Print out your assessment form. You will need this if you opt to pay your fees via over-the-counter bank deposits. For seamless payment, *paying online via credit card* is recommended. You may click [here](#) to see the procedure.
4. If you are *paying online via bank transfer/teller*, you need to complete your registration not later than 3:00 PM to avoid the bank's payment cut-off. For details, you may refer to the [Off-Campus Tuition Payment Options and Procedures](#). Payments made using this option will reflect on the next banking day. Thus, registered courses will be put on hold until the Cashier's Office receive the respective Bank Payment Reports and confirms the enrollment.

#### ASSISTED / DIRECT REGISTRATION

1. For those who cannot register online due to curricular exceptions, cross-enrollment requests, probationary status, over-tenure status, or returning from LOA, among others, simply fill-out the [Request for Direct Registration](#) online form at the [Registrar Online Services](#) webpage, which opens 10:00 AM on January 28.
2. Your request will be processed during the support services schedule (indicated below) on a *first come, first served basis*. To see the status of your request, simply click on [Monitor DR approval status](#) on the same webpage. **Please be reminded that only requests made through this online facility will be processed. No requests or follow-ups through email will be entertained.**

**Support Services will be available Mondays through Fridays from 10:00 AM to 6:00 PM and Saturdays from 10:00 AM to 2:00 PM.**

Commented [JSP4]: Please stress this point during your meeting with SC, Shio, Louie, et al. We've implemented this last 3-2019 and improved on T5-2019.

#### WITHDRAWALS AND LEAVES OF ABSENCE

1. A **Leave of Absence (LOA)** is filed when there is an expectation that students will not resume classes in the next or subsequent terms/trimesters. Filed LOAs usually indicate the duration, and when students intend to return. The LOA extends or "stops the clock" on the 5-year Maximum Residency as contained in the student handbook.

A LOA **filed before** the start of a term/Trimester "stops the clock" for that term/trimester. A LOA **filed after** the start of a term/Trimester "stops the clock" for that term/trimester **only if the student is not currently enrolled** for that

term/trimester.

2. **Withdrawal.** Students may withdraw from some or all of their classes within a prescribed withdrawal period. Withdrawing from all enrolled courses (total withdrawal) after classes have started does not automatically make the withdrawal a LOA. The effect of an approved withdrawal is a WP (Withdrawal with Permission) grade in the Transcript of Record. A student cannot have a grade entry in the TOR (effect of enrollment) and be on LOA (not enrolled) at the same time.

**Commented [JSP5]:** Should we indicate the need to file for an LOA if they withdraw from ALL of their enrolled courses?

**Commented [rr6R5]:** Clarified the difference. Thanks pointing this out.

3. The policy on attendance is still enforced. Students who have completed their enrollments but will be unable to attend classes for justifiable reasons may apply for withdrawal subject to the refund policies contained in the student handbook.

If students stop attending classes without filing a withdrawal, they will get failing grades (either 0.0 or UW) at the end of the term/trimester with its corresponding effects on retention.

4. While there is a deadline for the filing of withdrawals or LOAs, AGSB continues to be guided by the need for leniency in the implementation of these policies as contained in the April 22 memo. Therefore, if the reason for the withdrawal or LOA is COVID related, the application will be considered and approved even if this is filed past the deadlines indicated below. This will be determined on a case-to-case basis.

**Commented [JSP7]:** How can we be sure that the real reason is COVID? They might just use it as an excuse when the real reason is they are really bound to fail in class.

5. Approved withdrawals or LOAs filed for COVID related reasons effectively extend the student's Residency Period on top of the other provisions in the student handbook.

**Commented [rr8R7]:** This still needs to be determined a case-to-case basis. There are enough safeguards to prevent "gaming the system".

6. Online classes will start on 01 February, 2021.

**The deadline for Withdrawal and filing of Leaves of Absence (LOA) is 20 March, 2021.**

### **ORIENTATION SEMINAR (ORSEM)**

1. All new students / first-time enrollees are required to attend the next Orientation Seminar (ORSEM) to be scheduled by the AGSB Student Council. This applies to those who were new students during the last enrollment. For current students who have not attended this yet, the ORSEM is scheduled on January 30.
2. The ORSEM attendance is a requirement for students to register online in subsequent enrollments. Old students who have not yet attended this are advised to comply. After this enrollment period, AGSB will re-impose the ORSEM requirement as a pre-condition to online registration.