



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME39

AY 2019-2020

**TO: DEANS, REGENTS, DIRECTORS, PRINCIPALS,
AND HEADS OF DEPARTMENTS**

**RE: ADMISSIONS- AND ONLINE ENROLLMENT-RELATED
CONCERNS**

FROM: OFFICE OF THE SECRETARY-GENERAL

DATE: 11 JUNE 2020

In its meeting on 8 June 2020, the UST Task Force VERITAS discussed concerns pertinent to requirements for admissions and final procedures for online enrollment.

Below is the summary of approved recommendations to be undertaken by all academic units, concerned administrative offices with the corresponding timelines:

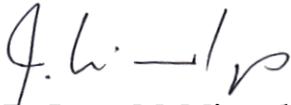
Concern/Issue	Recommended action(s) to be taken	Responsible unit/ Timeline
Admission requirements	<ul style="list-style-type: none">Validity and reliability of GMC certificates submitted as part of the documentary requirements for admission may be reviewed.	OSG OFAD Before the start of USTET applications for AY 2021-2022
Reservation fees deductible from total fees	<ul style="list-style-type: none">Provision of solutions to enrollment and payment issues, both real and anticipated, must be explored and implemented soonest through the joint efforts of the OVRF/ Accounting Department, OSG, and STePs.	OVRF OSG STePs ASAP
Common inquiries of students/parents	<ul style="list-style-type: none">Wider information dissemination on enrollment/payment-related concerns shall be done by updating the FAQs.	OSG OVRF ComsBu By 15 June 2020

Possible decline in enrollment due to stakeholders' reservations on the effectiveness of online learning	<ul style="list-style-type: none"> • To increase the confidence of its stakeholders as regards the delivery of quality education via Enriched Virtual Mode, the University shall: <ol style="list-style-type: none"> 1. Do effective messaging, for example: <ol style="list-style-type: none"> a. Videos to show the University's on-going preparations and readiness for the coming academic year (refer to NUS video); b. Press releases to announce positive initiatives (refer to message of the Fr. Rector as framework and provide more details); c. Utilize social media for posts highlighting: <ul style="list-style-type: none"> ○ success stories on remote teaching by faculty members; ○ students' testimonies on meaningful learning. 	Office of the Secretary-General Communications Bureau EdTech Center Academic units 15 June – 31 July 2020
	<ol style="list-style-type: none"> 2. Prepare adequate learning materials for both synchronous and asynchronous learning, including pre-recorded lectures; 	Academic units EdTech Center June-July 2020
	<ol style="list-style-type: none"> 3. Conduct adequate training of faculty members to enhance competencies on online teaching; 	OVRAA/OFED Academic units EdTech Center June- July 2020
	<ol style="list-style-type: none"> 4. Review the areas for improvement to guide preparations re: instructional delivery for the coming AY based on lessons learned in the 2nd term AY 2019-2020. 	OVRAA/ APQAO Academic units EdTech Center June-Aug 2020
	<ul style="list-style-type: none"> • To have data-based feedback on students' plans to enroll or take a leave of absence, academic units can do a re-survey on intent to enroll among students in the higher year levels. 	Academic units By 31 July 2020

Table of Fees	<ul style="list-style-type: none"> • Since most items in the Table of Fees have been prepared by the academic units, related inquiries must be addressed at the unit level consistent with the academic units' constant communication with their local student councils. 	Academic units ASAP
	<ul style="list-style-type: none"> • A meeting with the Deans/Directors/ Principals will be conducted soonest for clarifications on enrollment-related matters and to attain common understanding about the miscellaneous fees and/or other items in the Table of Fees. 	OVRF OSG Office of the Registrar STePs Academic units ASAP

Please be guided accordingly. Thank you very much for the usual support and cooperation.

Sincerely,



Rev. Fr. Jesus M. Miranda, Jr., O.P.
Secretary-General