



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI17
AY 2018-2019

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

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: SCHEDULE OF SECOND TERM ENROLMENT AY 2018-2019

DATE: 21 NOVEMBER 2018

In preparation for the second term, we forward to your office a copy of the enrolment schedule and venue for each Faculty/College/Institute (please refer to the attached document), as approved by the *University Permanent Committee on Enrolment in its meeting of November 19, 2018.*

It is highly expected that the schedules for final grades encoding are followed and requirements for student advising are diligently prepared to ensure that all requirements and provisions for second term enrollment are met on schedule and to avoid unnecessary disruptions or delays in the registration process.

Further, it is advised that the posted schedules for enrolment, including the specific hours, be strictly complied with, for a smooth implementation of the process by the Faculty/College/School/Institute.

Thank you.

FR. JESUS M. MIRANDA, JR., O.P.
Secretary-General

CRS**MAIN BLDG. (TREASURY DEPARTMENT)**

| | |
|-----------|--------------------------------------|
| | 04-Dec |
| | Tuesday |
| 8:00-4:00 | 4th Yr SpS 5th Yr OT 5th Yr PT |

FACULTY OF MEDICINE**St. Martin de Porres Bldg. ROOM 205**

| | | |
|------------|---------------|-----------------------------|
| | 08-Jan | 10-Jan |
| | Thursday | Thursday |
| 8:00-12:00 | 1st Year | 3rd Year |
| 12:00-4:00 | 2nd Year | Clinical Audio Irregular |

GRADUATE SCHOOL**TARC**

| | | |
|-----------|---------------|---------------|
| | 11-Jan | 12-Jan |
| | Friday | Saturday |
| 8:00-4:00 | All Levels | All Levels |

FACULTY OF CIVIL LAW**MAIN BLDG. (TREASURY DEPARTMENT)**

| | | | | |
|-----------|---------------|---------------|---------------|---------------|
| | 10-Jan | 11-Jan | 15-Jan | 16-Jan |
| | Thursday | Friday | Tuesday | Wednesday |
| 8:00-4:00 | 1st Year | 2nd Year | 3rd Year | 4th Year |

UNIVERSITY OF SANTO TOMAS
 ENROLLMENT SCHEDULE
 SECOND TERM 2018-2019

COLLEGES - SEMINARY GYM

| | 08-Jan | 10-Jan | 11-Jan | 14-Jan | 15-Jan | 16-Jan |
|------------|-----------|----------|-------------|-------------|--------------|-----------|
| | Tuesday | Thursday | Friday | Monday | Tuesday | Wednesday |
| 8:00-11:00 | Pharmacy | Science | CFAD | CTHM | Commerce | CRS |
| 11:00-2:00 | IPEA | Nursing | Accountancy | Engineering | Music | AB |
| 2:00-4:00 | Education | IICS | Accountancy | Engineering | Architecture | AB |

ENROLLMENT - OTHER VENUES

CRS (w/ Internship)

MEDICINE

GRADUATE SCHOOL

LAW

ECCLESIASTICAL FAC.

Dec 4 (Treasury Department - Main Building)

Jan 8 & 10 (Room 205, St. Martin de Porres Building)

Jan 11-12 (TARC)

Jan 10-11 & 14-15 (Treasury Dept. - Main Building)

Jan 10-11 (Advising - Dean's Office; Assessment & Payment - Seminary Gym)

NOTE:

January 17

January 17-29

January 29

CLASSES START

EXTENSION OF ENROLMENT **WITH** LATE ENROLMENT FEE (Q Pavilion)

LAST DAY OF ENROLLMENT