



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI48
AY 2018-2019

TO: DEANS, REGENTS, INSTITUTE DIRECTORS, FACULTY SECRETARIES

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: ENROLLMENT FOR FIRST TERM AY 2019-2020

DATE: 30 MAY 2019

In preparation for the **First Term of the Academic Year 2019-2020**, we forward to your office a copy of the **enrollment schedule** and venue for each Faculty/College / Institute /School (please refer to the attached document), as approved by the University Permanent Committee on Enrollment.

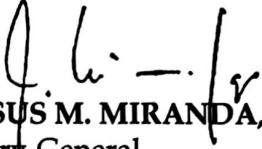
It is highly expected that the timetable for student advising and other enrollment-related activities be diligently followed to ensure that all requirements and provisions are met on schedule, and to avoid unnecessary disruptions or delays in the registration process.

In addition, for a smooth implementation of the enrollment process, kindly refer to the guidelines set below:

1. The posted schedules for enrollment, including the specific hours per Faculty/College/Institute/School, must be strictly followed.
2. Scholars should be advised a week or earlier before the enrollment schedule, and their renewal/application papers processed ahead of time.
3. Requests for special days of payment outside regular enrollment schedule should be closely coordinated with the Treasury Department.
4. All enrollment-related activities (assessment, change of class schedule, payment, endorsement, creation of petition classes etc.) must be completed on the last day of enrollment, **20 August 2019**.



We thank you for your cooperation and compliance.


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

UNIVERSITY OF SANTO TOMAS
 ENROLLMENT SCHEDULE
 FIRST TERM 2019-2020

COLLEGES - SEMINARY GYM

	24-Jul	25-Jul	26-Jul	29-Jul	30-Jul	31-Jul
	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday
8:00-11:00	Pharmacy	Accountancy	Commerce	Engineering	AB	Irregular Students
11:00-2:00	Architecture	IICS	Science	CFAD	Nursing	Irregular Students
2:00-4:00	Education	CTHM	CRS	IPEA	Music	Irregular Students

ENROLLMENT - OTHER VENUES

CRS (w/ Internship)

MEDICINE

GRADUATE SCHOOL

LAW

ECCLESIASTICAL FAC.

May 30 (Treasury Department - Main Building)

July 10-12 (Room 205, St. Martin de Porres Building)

July 26-27 (TARC)

August 5-7 (Treasury Department - Main Building)

July 30-31 (Advising - Dean's Office; Assessment & Payment - Treasury Department - Main Building)

NOTE:

August 9

August 9-20

August 20

CLASSES START

EXTENSION OF ENROLMENT WITH LATE ENROLMENT FEE (Q Pavilion)

LAST DAY OF ENROLLMENT