



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME26
AY 2019-2020

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

**RE: PROCEDURAL ISSUES ON STUDENT ADMISSION AND
ENROLLMENT**

FROM: OFFICE OF THE SECRETARY-GENERAL

DATE: 28 APRIL 2020

A UST Task Force was formed by the Office of the Acting Rector to *a) respond to the queries of stakeholders, especially academic concerns of students and b) propose plans for the upcoming academic year in the delivery of educational services in the context of a "new normal."* In its meeting on Friday, 24 April 2020, the Task Force discussed *Procedural Issues on Student Admission and related issues to Freshmen Admission and Enrolment.* Below is the summary of the approved recommendations and corresponding course of action and timeline. **For those applicable to your unit, kindly refer to the following summary:**

Focus Areas: Admissions and Enrolment		
Concerns/Issues	Recommended action(s) to be taken	Responsible unit/ timeline
List of qualified and wait-listed applicants was already released but reservation, confirmation, and enrolment has not yet been done	1. The University will issue a revised schedule for the processing of qualified, waitlisted, and reconsidered applicants in June, with advice that said schedule is subject to adjustment according to national ECQ guidelines.	OFAD/OSG <i>1st week of May 2020</i>
	2. OFAD will prepare 3 schedules for the above purpose, anticipating already possible extensions (again) of ECQ in June, and in July.	Enrollment Committee <i>Within this week</i>
	3. Academic units requiring interviews shall conduct them online.	Concerned academic units



		*to be conducted and completed prior to the new schedule for confirmation to be released
Reducing the usual inconveniences in admission and enrolment procedure	1. The Freshmen Enrolment Procedure shall be modified to enable the following:	Enrollment Committee
	a. Off-campus access to the Deans' Menu for officials and officially nominated/designated support staff;	STePs/academic units <i>2 weeks prior to resumption of confirmation and enrollment</i>
	b. Same day confirmation (submission of requirements) and enrolment (payment) of student applicants;	Academic units/Enrollment Committee/Accounting
	c. Faster tagging of applicants through enrollment by "block section";	STePs/Academic units/Registrar
	d. Student enrolment minus the usual required documents (which are expected to suffer delay in their release by schools) provided students sign a conditional admission contract;	STePs/Academic units/NSTP/PE/Registrar
	e. Student enrolment under a reduced installment scheme (i.e. from the current 50% downpayment policy ¹);	OVRF / Enrollment Committee
	f. Enrolment despite delayed payment ² (as control exists in terms of non-payment of required fees resulting in	OVRF / Enrollment Committee

¹ Subject to the approval of the OVRF

² With a reminder on the students' portal prior to enrolment, which the students could click as either "I agree or NA"

	the non-release of official documents by the Registrar's Office based on existing University policy)	
	2. Improving the University's available online payment schemes which currently are limited to BPI and Metrobank only	OVRF / STePs To be worked out immediately as to be ready by 1 st week of June 2020
Possible refund of the reservation fees	Information to be included in the announcement to be released on finance-related concerns	OVRF / OSG <i>Within the week</i>
JHS and EHS scores not having been processed yet (or transmuted to USTET scores)	*For discussion	OFAD / STePs

Other issues/concerns related to Freshmen admission and enrolment are as follows:

Concerns/Issues	Recommended action(s) to be taken	Responsible unit/timeline
Current absence of available data to determine Freshmen population for AY 2020-21 resulting in the following issues:	*For future discussion	TF/OVRAA/ academic units
<ul style="list-style-type: none"> Current inability to determine projected number of sections 		
<ul style="list-style-type: none"> Current inability to release faculty members' tentative teaching load as per CBA-provided schedule 	Official communication on why the tentative teaching load cannot be released as per usual schedule shall be issued.	OVRAA
<ul style="list-style-type: none"> Current inability to determine budget for AY 2020-21 	*For future discussion	TF/OVRF

Status of faculty members without MS/MA	To be referred to concerned units	OVRAA/ OFED/academic units
Needed coordination in view of facility requirements and projected enrolment	To be referred to concerned units	OVRAA/ FMO/academic units
Academic calendar for AY 2020-21	The University will prepare 3 contingency calendars for AY 2020-2021.	Office of the Registrar 1 st week of May 2020

Your usual cooperation, creative means of collaboration with other concerned offices, and leadership in addressing the aforementioned recommendations are highly appreciated.

Sincerely,

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