



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME30
AY 2019-2020

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

RE: ONLINE ENROLLMENT AMONG INCOMING FRESHMEN
FOR AY 2020-2021

FROM: OFFICE OF THE SECRETARY-GENERAL

DATE: 6 May 2020

In its meeting on 4 May 2020, the UST Task Force Veritas discussed online enrollment among incoming freshmen for AY 2020-2021.

Below is the summary of the approved recommendations to be undertaken by concerned key Offices with the corresponding timelines:

Focus Area: Online Enrollment for AY 2020-2021		
Concerns / Issues	Recommended Action(s) to be taken	Responsible Unit / Timeline
Need to advise concerned parties on the resumption of enrollment schedule for incoming 1 st year students even prior to resumption of regular office	1. OFAD must comply with a sense of urgency on the previous recommendation to provide advance posting of a general announcement that admissions-related processes shall resume soon.	OFAD Effective immediately
	2. Announcement of the resumption/continuation of the processing of <i>reservation, approval of request for late reservation, confirmation of enrollment, interviews and processing of on-waiting list applicants</i> based on the revised schedule ¹ .	

¹ Annex A



	3. The other admissions-related schedules shall be adjusted with reference to a possible online enrollment schedule by the first week of June 2020 and the proposed opening of classes by the Office of the Registrar on 13 August 2020 ² , at the earliest.	
	4. Clear communication lines must be maintained between academic units and stakeholders, particularly with the target enrollees, to address queries promptly and adequately.	OFAD Academic units Effective immediately
The schedule of the online enrollment of incoming freshmen can only be finalized as soon as the following have been promptly addressed:		
1. Additional <i>online</i> payment schemes to allow minimum inconvenience and reduce risks to health and safety among enrollees/parents	Ensure that agreements with other bank partners (in addition to BPI and Metrobank) can be worked out for the provision of additional online payment schemes (e.g. credit card or Gcash).	OVRF Legal counsel STePs
2. Schedule of total fees to be paid by incoming freshmen (and other year levels) for first term;	A timely review of the previously proposed table of fees for AY 2020-2021 must be done through close coordination between and among concerned University units.	OVRF/Budget Committee Academic units Office of the Registrar ASAP
	The final schedule of fees must be released prior to the implementation of the online enrollment schedule.	OVRF/Office of the Registrar/ STePs On or before the 1st week of June
	As soon as the ECQ is lifted, the provision of adequate manpower for the OVRF must	OVRF HRD

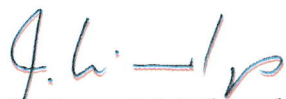
² Annex B

	be prioritized, together with the extension of possible support in terms of transportation, and in-campus accommodation and meals.	Security office ASAP
3. Adjustments in the other fees charged by each academic unit based on the university's mode of instructional delivery for the first term, AY 2020-2021	The University's planned mode of instructional delivery for AY 2020-2021 must be determined the soonest time possible, with the following considerations: <ol style="list-style-type: none"> 1. Proposed opening of classes for AY 2020-2021 on August 13, 2020 (as this also addresses issues on salaries of teachers); 2. Team-teaching; 3. Cluster-specific strategies for the online teaching and learning during the first term, AY 2020-2021; 4. Possible flexibility in the offering of GenEd and Professional courses; 5. Blended laboratory activities (specific topics to be delivered online, other topics to be delivered inside the lab); 	OVRAA Academic units ASAP

In spite of the ongoing challenges of working from home, all academic units and concerned administrative offices are highly encouraged to harmonize their efforts towards establishing a smooth online enrollment system for the incoming freshmen for AY 2020-2021.

Thank you very much for the usual support and cooperation.

Sincerely,



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



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

Annex A

University of Santo Tomas
OFFICE FOR ADMISSIONS

TARGET DATES FOR FRESHMEN ADMISSION FOR AY 2020-2021

- May 11 (M) Continuation of reservation, approval of request for late reservation, confirmation of enrollment, interviews and processing of on-waiting list applicants**
- May 13 (W) OFAD requests the Deans which programs are open for Academic Placement.
- May 15 (F) Deans inform OFAD which programs are open for Academic Placement and the number of available slots.
- May 18 (M) OFAD informs STePS of the programs open for Academic Placement.
- May 19 (T) Launch of Academic Placement for Thomasians**

NOTE: Only those in bold fonts will be released to the public. The rest are internal communication.





UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

Annex B



UNIVERSITY OF SANTO TOMAS COLLEGIATE CALENDAR FOR AY 2020-2021

AUGUST						
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2020
August 8 - Feast of St. Dominic
August 21 - Ninoy Aquino Day
August 24 - Mass of the Holy Spirit
August 24-28 - Freshmen Orientation Activities
August 28 - Thomasian Welcome Walk
August 31 - National Heroes Day
August 13 - Start of Regular Classes
October 13 - Preliminary Exams begin
November 1 - All Saints' Day
November 2 - All Souls' Day
November 30 - Bonifacio Day
December 8 - Feast of the Immaculate Conception
December 15 - Final Examinations begin
December 18 - Paskuhan Festivities

2021
January 9 - Traslacion of the Black Nazarene
January 11 - Start of Registration
January 28 - Feast of St. Thomas Aquinas
January 25 - Start of 2nd Term
February 25 - FDSA Revolution Day
March 28-April 5 - Easter Break
April 8 - Preliminary Exams begin
April 9 - Araw ng Kagitingan
May 1 - Labor Day
May 17 - Final Examinations for Graduating Students begin
May 21 - Student Awards Day
May 28 - Baccalaureate Mass
June 4 - Final Examinations begin
June 1 - Solemn Investitures
June 12 - Independence Day

Special Term 2021
June 17-18 - Registration
June 21 - Classes begin
July 7 - Preliminary Exams
July 27 - Final Examinations

Summary of School Days	
August	14
September	26
October	26
November	23
December	11
100	
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Total	104

FEBRUARY						
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Prepared By:

CESAR M. VELASCO, JR.
Registrar

Ucjinenez

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





UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

September 1, 2020



UNIVERSITY OF SANTO TOMAS COLLEGIATE CALENDAR FOR AY 2020-2021

AUGUST						
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January	9		
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Total	104		104

Prepared By:

CESAR M. VELASCO, JR.
Registrar

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

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UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

October 1, 2020



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Special Term 2021	
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November	24	May	25
December	15	June	6
January	9		
	100		100
	4		4
Total	104		104

Prepared By:

CESAR M. VELASCO, JR.
Registrar

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

*Kinmenz

