



29 July 2015

Memorandum No. MRC15-11

For: All College Secretaries and Graduate Coordinators of Academic Units

From:   
Marilyn R. Canta, PhD  
University Registrar

Subject: **WITHDRAWAL OF ENLISTMENT**

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Please remind students to file for **WITHDRAWAL OF ENLISTMENT** if:

- they have been granted classes during the Preenlistment and/or regular enlistment period, but have decided **NOT TO PUSH THROUGH** with their enrolment.

To process online: Students should go to the **VIEW MODE** of the **PREENLISTMENT MODULE** of their CRS Account and click the button "Withdraw Enlisted Classes".

The Withdrawal of Enlistment **CANCELS ALL CLASSES GRANTED** during preenlistment and/or regular enlistment, and cannot be undone.

This facility will be available only up to **AUGUST 6, 2015**. Failure to cancel enlistment by this date means that the student intends to pursue her/his enrolment, which means that:

- 1) s/he is **EXPECTED TO PAY THE MATRICULATION FEES** covering all these classes, failing which an **ACCOUNTABILITY** will be incurred. A student with an accountability will be tagged as **INELIGIBLE TO ENROL** in the next term; and
- 2) s/he **WILL BE GIVEN GRADES FOR ALL THE CLASSES**, whether or not these have been paid for.

Also, please remind students that failure to withdraw enlistment in classes **prevents other students** from enrolling in those classes. It is for this reason that they are made accountable for their enlistment in these classes.

Furthermore, please remind students to file for **LEAVE OF ABSENCE (LOA)** or **RESIDENCY** if they are not going to enrol in specific classes during any particular term. The period of residence may also be used to complete an INC, remove a grade of 4 or comply with any requirement which requires a mark (eg, thesis requirement).

Thank you for your compliance.