



17 January 2012

Memorandum ECA No. 12 -05

TO: ALL COLLEGE SECRETARIES

A handwritten signature in blue ink, appearing to read 'E. Amor'.

FROM: EVANGELINE C. AMOR, Ph.D.  
University Registrar

You are requested to attend the College Secretaries meeting on January 30, 2012 (Monday) at 1:30 pm at the OUR Conference Hall, 3<sup>rd</sup> floor, OUR Building.

Matters to be discussed are: Submission of Class Schedule for Summer 2012  
Registration Activities for Year 2012  
Proposed distribution of prescribed GE courses  
Readmission policies  
Other matters

Thank you .