

15 September 2014

MEMORANDUM ECA NO. 14-36

TO:

ALL COLLEGE SECRETARIES and GRADUATE COORDINATORS

FROM:

EVANGELINE C. AMOR, Ph.D.

University Registrar

Please be informed that the meeting of all College Secretaries & Graduate Coordinators scheduled on Monday, 22 September 2014 is moved to Monday, 06 October 2014, 1:30pm, at the 3<sup>rd</sup> Floor, Conference Hall, OUR Building

## AGENDA:

- 1. Adoption of the agenda
- 2. Approval of the minutes of meeting on 21 July 2014
- 3. Matters arising from the minutes
- 4. Feedback on First Semester 2014-2015 Registration
- 5. Matters for information/discussion
  - a. CRS Matters (Restriction Management, AWOL, etc.)
  - b. Thesis enrollment and grades submission concerns
  - c. Non-Degree (Graduate) clarification
  - d. College Secretaries Workshop
- 6. Other matters

Thank you for your continued support and cooperation.