



29 July 2015

Memorandum No. MRC15-12

For: All College Secretaries and Graduate Coordinators of Academic Units

From: 
Marityn R. Canta, PhD
University Registrar

Subject: **CANCELLATION OF ENLISTMENT/ CHANGE OF MATRICULATION**

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

- they have been granted classes during the preenlistment and/or regular enlistment period, but have decided **NOT TO PUSH THROUGH** with **ONE** or **MORE (but not all)** of them.

There is **NO ONLINE PROCESS** for this. Students should go to the respective Departments/Colleges where the subjects are being offered and have their enlistment in these classes cancelled.

FAILURE TO ATTEND CLASSES in **COURSES ENLISTED IN BUT NOT CANCELLED** means that:

- 1) the student is **EXPECTED TO PAY THE MATRICULATION FEES** covering 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) the student **WILL BE GIVEN GRADES IN ALL THE CLASSES ENLISTED IN**, whether or not these have been paid for.

Also, please remind students that failure to cancel enlistment in particular classes which they do not intend to attend **prevents other students** from enrolling in those classes. It is for this reason that they are made accountable for their enlistment in these classes.

DEADLINE FOR CANCELLATION OF ENLISTMENT IS AUGUST 6, 2015.

However, if students have already matriculated, they should apply for **CHANGE OF MATRICULATION (CoM)**, to cancel, add or change classes, as the case may be. **DEADLINE FOR CoM IS AUGUST 10, 2015.**

Thank you for your compliance.