




Office of the College Secretary

LRB-FM16-01

13 July 2016

To : **ALL Undergraduate Students' Program Advisers**

From :  **LOURDES R. BAETIONG**, College Secretary

Subject : **ISSUANCE of REMINDER to UNDERGRADUATE STUDENTS
with UNDERLOADING**

Kindly take note of the specific instructions contained in Memorandum No. MRC 16-23 dated 08 July 2016 announcing the *CSAPG resolution to extend the amnesty period for incomplete documentation of underloading* and asking all faculty concerned to do as follows:

1. Remind all your advisees, who might have been or will be underloaded, to justify and establish the veracity of the causes of their underloading.

Note very well that properly and completely signed documents supporting the underloading must be submitted to and received by the Office of the College Secretary for prompt endorsement to the Office of the University Registrar **within the semester of underloading**.

2. Notify all your advisees, who were previously underloaded but failed to submit the necessary documents to attest to the veracity of the causes of underloading, that they only have **until the end of the 1st semester 2016-2017** to do so.
3. Inform them that appeals for late submission of documents supporting underloading **beyond the 1st semester 2016-2017 will no longer be entertained**.
4. Ensure that **ALL** your undergraduate advisees are properly informed, that they accomplish the attached acknowledgment form, and that the completely signed form is submitted to the Office of the College Secretary (c/o Mr. Jonathan Terante) **within the regular registration period at the time of underloading**.

Thank you very much.