

Primer for New Graduate Students

About the Office

- The Office of the University Registrar is an academic service unit that administers operations in the areas of: enrollment, student records, graduation, faculty attendance, government liaison and other related services

- A grade of “Unauthorized Withdrawal” (UW) means the student has discontinued class attendance. A grade of UW is equivalent to 0.0
- A student who incurs two (2) grades of 0.0 is automatically rendered ineligible to reenroll in the program
- A student may shift twice only, or have a maximum of three (3) programs only
- In the computation of the Grade Point Average (GPA), only grades in courses taken at De La Salle University-Manila are included. Corollary to this, grades in all courses taken at De La Salle University-Manila are included in the computation, regardless of program
- Students with ID#103 onwards are required to take Advanced Technical Reading and Writing—ENG501M (3 units) not later than the second term of enrollment; and ENG502M (3 units) not later than the third term of enrollment. Exemption is possible through a qualifying exam

Completion of program

- Graduation is not automatic. Students who have completed their programs need to apply to graduate, which includes an evaluation of records, to a measurement and payment of applicable fees
- Students in the diploma or certificate programs need to complete at the end of their programs to receive their Transcript of Records and Certificate of Completion
- The official date of graduation or completion is the last day of the term when all the requirements of the program have been satisfied and submitted to the Office of the University Registrar

NOTE: This Primer serves as a quick reference only. The Graduate Student Handbook and postings contain other policies.
