



ARELLANO UNIVERSITY
SCHOOL OF LAW

Taft Avenue corner Menlo Street, Pasay City, Philippines



REGISTRAR MEMORANDUM 2022-013

TO : ALL STUDENTS
FROM : OFFICE OF THE REGISTRAR
DATE : 19 JULY 2022
SUBJECT : GUIDELINES ON ACADEMIC LOAD REVISION
(ADDING/DROPPING/CHANGING OF SUBJECT/SCHEDULE)

Please be reminded of the following guidelines on academic load revision:

1. The schedule of filing of application for academic load revision are as follows:
 - a. **Adding of subjects**—Period is from first day of classes until last day of late enrollment (2 weeks after the regular enrollment schedule)
 - b. **Dropping of subjects**—Period is from first day of classes until before midterm examinations date

Note:

Dropping with retention charge is until last day of late enrollment
Dropping with no retention fee (full payment of tuition fee) is until before midterm examinations date

- c. **Changing of subject/schedule** – Period is from first day of classes until last day of late enrollment (2 weeks after the regular enrollment schedule). It shall be allowed **only once**. Multiple and various filing of changing of subject/schedule will be automatically denied.
 - d. **Complete withdrawal**—
With retention until last day of late enrollment
With no retention fee (full payment of tuition fee)- After last day of late enrollment on or before final examinations
2. The submission/filing of application is through online/email only. Please take note that the designated email address is being changed every academic year period.
3. Processing time is within seventy two (72) hours or as time may allow (upon approval).
4. All approved applications will be reflected in your AIMS student portal.

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For all approved applications for additional subjects:

- a) Students must monitor their AIMS student portal from time to time to check if the zoom link and/or name of the professor already appeared/reflected.
- b) Please observe that the processing period is from first day of class until last day of late enrolment and/or until such time of approval, not later than 2 weeks after the last day of late enrolment.
- c) The student must only attend the right class of approved subject and ensure that the names are listed on the official class list to avoid loss/confusion/uncertainty or failing marks.

For all approved applications for dropped subjects:

- a) The student may attend class until such time the application has been approved.
 - b) Students must monitor their AIMS student portal and/or verify from the AUSL Office of the Registrar if they have been officially dropped from their subject/s to ensure that the record has been updated to avoid any failing marks.
5. Students affected by dissolved subjects may be given priority to be merged or added in other classes upon approval of the Dean. The students must submit application for additional subject/s to be able to replace dissolved subject/s.

All applications are subject to the approval of the Dean and availability of slots. Additional fees may be charged for the application on academic load revision.

For your information and guidance.


ATTY. ROLAND A. NIEDO
Registrar *rn*

Noted:


ATTY. DOMINGO M. NAVARRO
Dean