

Enrollment Cancellation:

During confirmation, all incoming new students were asked to submit hard copies of admission requirements. Those with lacking requirements were allowed to proceed with enrollment but were asked to commit themselves to submitting the lacking requirements at a certain date via an Agreement Form.

The Office of Admissions and Scholarships (OAS) double-checks the completeness of submitted requirements collected during confirmation. Upon review of the collected documents, students with lacking requirements are identified.

The University has a standing policy of cancelling enrollment of students with lacking requirements before enrollment to the succeeding term, which usually fall a week before the start of classes.

When a student's enrollment is "cancelled", s/he will be prevented from enrolling in the succeeding term, defer enrollment, file for reprocessing to the succeeding term, and start anew. For students whose program accepts applications once a year (e.g, TDSOL programs, CCS and SOE graduate programs, etc.), s/he will be asked to file for re-application and retake the exams for the next academic year.

OAS provides a list of graduate students with incomplete requirements to the DLSU Office of the University Registrar (OUR) for cancellation of enrollment a month before enrollment to the succeeding term begins.