

IMPORTANT NOTICE for students who Preenlist but eventually decide NOT to push through with their enrollment:

Due to recurring problems encountered when students are granted class slots during the Preenlistment process but do not proceed with enrollment, the Office of the University Registrar is implementing new mechanics to formalize the **Withdrawal of Enlistment**, effective First Semester AY 2014-2015.

- If a student is granted classes during the Preenlistment process then decides **not** to push through with the enrollment, he/she is required to indicate his/her Withdrawal of Enlistment through the **"Withdraw Enlisted Classes"** button in the **View Mode** (i.e., mode after the second batch run) of the **Preenlistment Module**.
- The "Withdraw Enlisted Classes" button, when clicked, will **cancel all classes** granted during the Preenlistment and there will be **no facility to undo the cancellations**.
- The Withdrawal of Enlistment facility will be available only until the **end of the registration period**, after which, the student who has been granted classes during the Preenlistment and/or has enlisted through the enlistment centers during the enlistment period and has not withdrawn his/her enlisted classes will be deemed as having the **intention to enroll** for the term for which the classes in question were granted.
- Having the **intention to enroll** implies the following:
 - the student is **expected to pay for the matriculation fees** covering all the classes enlisted;
 - at the end of the term in question, the student, whether paid or not, **will be given grades for all the classes enlisted** (the student who does not actually attend the classes would run the risk of getting failing grades);
 - if the student does not pay for the classes enlisted, he/she **will incur an accountability** for unpaid dues (accountabilities, when not cleared, will bar the student from enrolling in the next term).
- During non-optional terms (i.e., First Semester and Second Semester), a student who indicates his/her Withdrawal of Enlistment **is still required to undergo the Leave of Absence (LOA) procedures** in order not to be deemed as on Absence Without Leave (AWOL).