



ATENEIO DE MANILA UNIVERSITY

GRADUATE SCHOOL OF BUSINESS

Memo # OADAA2425-001

27 November 2024

TO	All Concerned
FROM	<signed> Luisito G. Montalbo, MBA Associate Dean for Academic Affairs
SUBJECT	Guidelines on Cross Enrollment of Satellite Campus Students

This memorandum outlines the policies governing cross-enrollment to the Rockwell campus of students from the satellite campuses namely: Sta. Rosa, Clark, Cebu and Iloilo. The aim is to ensure a balanced distribution of students across the satellite campuses while maintaining accessibility to the required courses.

Guidelines on Cross-Enrollment

1. Course is Available in the Satellite Campuses

- If a course is offered at the satellite campuses, students are **not allowed to cross-enroll** in the same course at the Rockwell campus. They are advised to take the course at their designated satellite campuses.

2. Course Not Available in the Satellite Campuses

- If a course is **not available** at the satellite campuses but is offered at the Rockwell campus, cross-enrollment to Rockwell is **not allowed by default**.
- The only exception allowed for a student from the satellite campus to cross-enroll in Rockwell is if they need to take the **remaining one (1) to two (2) courses prior to taking Strategic Management** and said **courses are not being offered in the satellite campuses**. Requests for such exceptions must be submitted in writing with endorsement from the Satellite Campus Directors to the Office of the Associate Dean for Academic Affairs (OADAA) for approval.

3. Classroom Setup

- For Rockwell courses with approved cross-enrollees from the satellite campuses, the faculty is advised to use the flex set up and provide link for the satellite campus students who are joining in their respective satellite campuses via Zoom whenever there are scheduled onsite classes at the Rockwell campus.



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Request for Exception

Students seeking an exception to enroll in a course at the Rockwell campus must adhere to the following procedure:

✓ **Submit a Formal Request**

- Secure endorsement from the satellite campus director
- Satellite campus director sends endorsement to the Associate Dean for Academic Affairs for approval

✓ **Await Approval:** The OADAA will review the request and inform the student of the decision in a timely manner.

We appreciate your understanding and cooperation in adhering to these policies. Should you have any questions or require clarification, please feel free to email oadaa.gsb@ateneo.edu.

Thank you.