

# ANNOUNCEMENT

## TO ALL FACULTY( Part-Time, Full Time and Quasi-Admin)

### Filing of Withdrawn Students

### SY 2017-2018 First Semester

You can log-on online for the filing of withdrawn students using your campus net account from September 4 – October 13, 2017.

**Note:** Failure to encode during the date specified will no longer be allowed during the Encoding of Midterm and Final Grades. The students **will secure withdrawal form** from the EDP Center. *But for those students who did not attend their classes from the start of the semester and failed to request for withdrawal of subjects should also be encoded by the professor.*

Log-on to this site address : <http://172.16.0.10/RTU/Login.php>

Outside the campus: <http://122.55.20.19/RTU/Login.php>

**Important:** To all faculty please check if you have entered w (small letter only) for the Midterm and Final Grade Entry.

For more concerns just call the EDP Center at 534-8267 local 134.

Source of deadline date: School Calendar 2017-2018

**TO ALL FACULTY( Part-Time, Full Time and Quasi-Admin)  
& Students**

# **Completion Deadline**

## **Encoding of Faculty & Filing of Students** **SY 2016-2017 First Semester**

**October 26, 2017** – Last day of **ONLINE** completion filing and completion payment @ 4:00PM only. (STUDENTS)

**October 27, 2017** – Last day of encoding completion grades. (FACULTY)

**Notifications of filed completion from the students will be cleared from your portal after the deadline date.**

**Log-on to this site address : <http://172.16.0.10/RTU/Login.php>**

**Outside the campus: <http://122.55.20.19/RTU/Login.php>**

**Approved by the Vice President for Student Services**