



**PAMANTASAN NG LUNGSOD NG MAYNILA**  
(University of the City of Manila)  
Intramuros, Manila

**Office of the University Registrar**

**SCHEDULE OF FINAL EXAMINATIONS**  
*Second Semester, SY 2011-2012*

**For Graduating Students:** February 27 – March 3, 2012

**For Non-graduating Students:** March 12 – March 17, 2012

Time	March 12 – March 17, 2012					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00-9:00 am	<b>Departmental Exams</b>					
9:00-11:00 am	MTh 7:00-8:30am M 7:00-10:00am	TF 7:00-8:30am T 7:00-10:00am	WS 7:00-8:30am W 7:00-10:00am	MTh 8:30-10:00am Th 7:00-10:00am	TF 8:30-10:00am F 7:00-10:00am	WS 8:30-10:00am S 7:00-10:00am
11:00-1:00 pm	<b>Departmental Exams</b>					
1:00-3:00 pm	MTh 10:00-11:30am M 10:00am-1:00pm	TF 10:00-11:30am T 10:00am-1:00pm	WS 10:00-11:30am W 10:00am-1:00pm	MTh 11:30am-1:00pm Th 10:00am-1:00pm	TF 11:30am-1:00pm F 10:00am-1:00pm	WS 11:30am-1:00pm S 10:00am-1:00pm
3:00- 5:00 pm	<b>Departmental Exams</b>			MTh 2:30-4:00pm Th 1:00-4:00pm	TF 2:30-4:00pm F 1:00-4:00pm	WS 2:30-4:00pm S 1:00-4:00pm
5:00-7:00 pm	MTh 1:00-2:30pm M 1:00-4:00pm	TF 1:00-2:30pm T 1:00-4:00pm	WS 1:00-2:30pm W 1:00-4:00pm	MTh 5:30-7:00pm Th 4:00-7:00pm	TF 5:30-7:00pm F 4:00-7:00pm	WS 5:30-7:00pm S 4:00-7:00pm
7:00-9:00 pm	MTh 4:00-5:30pm M 4:00-7:00pm	TF 4:00-5:30pm T 4:00-7:00pm	WS 4:00-5:30pm W 4:00-7:00pm	MTh 7:00-8:30pm	TF 7:00-8:30pm	WS 7:00-8:30pm

**REMINDERS:**

1. Examination Hours: Two (2) hours per subject.
2. Subjects with three (3) or more sections shall have departmental examination.
3. Final Examinations of all other subjects (with less than three sections) shall be administered on the designated schedule.
4. Final Examinations of all ***graduating students*** shall be administered on their regular class schedule
5. Any deviation from the above schedule must be duly approved by the Office of the University Registrar (OUR) upon recommendation of the College Dean.
6. Please announce the following to the students:
  - a. Graduating students should secure clearance from the Office of Student Development and Services.
  - b. No grade of 4.00 should be given to any student. The student is either given the grade of 3.00 (or better) or 5.00 (Board Resolution No. 677).
  - c. The grade of "INCOMPLETE" should be removed not later than March 28 (Wednesday); otherwise, the grade automatically becomes a "5.00" (FAILED).

**IMPORTANT:** The faculty concerned shall submit duly accomplished **Completion Form** at the OUR.

7. Please be advised on the following dates for the distribution of classcards and submission of Final Report of Grades:

	Graduating Students	Non-graduating Students
Distribution of Classcards	<b>March 5 - 7, 2012</b>	<b>March 19 - 21, 2012</b>
Submission of Final Report of Grades at the OUR	<b>March 5 - 7, 2012</b>	<b>March 19 - 21, 2012</b>

**BERNADETTE A. SACOP**  
*University Registrar*