**January 16, 2021**

**Dear Students,**

**Welcome to the second semester!**

**Please be reminded of the following:**

**COLLEGE STUDENTS:**

1. **You now have access to all your virtual classrooms.**If you have missing classrooms, please do the following:
2. Stay calm.
3. Make sure you have activated your mySOUL account. Click [here](https://drive.google.com/file/d/1uE-Y6bhGU1OoFYajN9EM1ZI5tKA8maol/view?usp=sharing) for the procedures to activate your mySOUL account.
4. Check your mySilliman.
5. If the subject is approved (officially enrolled), [fill-out this form](https://docs.google.com/forms/d/1XaRiVYw_xMWeCzgBdxyWLzjNKAhlLPo8IB31zIIcuEY/viewform?edit_requested=true).
6. If the subject/course is not yet approved, contact your adviser/department. The contact directory is found [here](http://su.edu.ph/about/contact/).

1. **If you wish to be accommodated, add, transfer, drop, or withdraw a subject/course, contact your department.**Your virtual classrooms will be updated 24 hours from the time you are officially enrolled/dropped to a subject. If still you cannot view the updated classroom, refer to No. 1.

1. **If you have other questions,**go to [this link](https://soul-su.weebly.com/students-corner.html).

**SHS STUDENTS:**

**We are still processing your virtual classrooms. Please wait for further announcements.**

**For your guidance. Thank you very much.**

**SOUL Team**