



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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28 July 2017

Memorandum No. MTTP 2017-04

For: ALL CONCERNED

Through: College Secretaries, Graduate Program Coordinators & Department Chairs

From:

  
MA. THERESA T. PAYONGAYONG, PhD  
University Registrar

**Subject: First Semester 2017-2018 REGISTRATION**

Due to Government Scholarship Program, following are guidelines for the First Semester 2017-2018 Registration:

**A. For Graduate Students**

1. Schedule of Registration

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|------------------|--|
| 31 July – 03 Aug | Freshmen, Graduating, PWDs, Varsity, HASPAG, and graduate students                             |
| 01 Aug – 03 Aug  | All UPD undergraduate & graduate students  |
| 02 Aug – 03 Aug  | All other students including Cross registrant/Non-Degree/Special/<br>Foreign/Exchange students |
| 07 Aug           | Last day of withdrawal of enlistment   |
| 07 Aug           | START OF CLASSES   |

2. Schedule of Change of Matriculation (CoM)

Note: Change of matriculation is only done after payment of tuition.

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|--------|---|
| 14 Aug | Last day of Change of Matriculation (CoM) |
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3. a. Assessment: Proceed to your College's assessment area.

- b. Special Assessment: Proceed to Office of the University Registrar.
- 4. Payment is at the UP Cashier's Office, 7AM to 4PM. Note: Collection may be cut-off earlier, depending on the students lined up at the UP Cashier's Office. Further, be reminded of the following payment scheme available:
  - a. Cash
  - b. Cashier's cheque or Manager's cheque
  - c. Debit/ATM card (not credit card)
  - d. Bank payment (LBP and DBP)
  - e. Student Loan

It is encouraged that students pay in any branch of the following banks, after which bring their Form 5 and copy of deposit slip to the Cash Office for validation :

Land Bank of the Philippines Acct No. UPD Tuition Acct. 1462-2220-48  
 Development Bank of the Philippines Acct No. UPD Tuition Acct. 0455-024458-030

**B. For Undergraduate Students**

1. Schedule of Registration

**NOTE: REGISTRATION IS UP TO VALIDATION ONLY.**

31 July – 03 Aug	Freshmen, Graduating, PWDs, Varsity, HASPAG, and graduate students
01 Aug – 03 Aug	All UPD undergraduate & graduate students
02 Aug – 03 Aug	All other students including Cross registrant/Non-Degree/Special/Foreign/Exchange students
07 Aug	Last day of withdrawal of enlistment
07 Aug	START OF CLASSES

2. Schedule of cancellation/addition/change of courses

Students may cancel/add/change courses by asking college validators to unlock validation. When changes are done, it is important to lock again the validation.

14 Aug	Last day of cancellation/addition/change of courses
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- 3. No Assessment yet until further notice.
- 4. No Payment yet until further notice.

**C. For Validators**

Kindly assist undergraduate students should they wish to add/cancel/change subjects by unlocking their validation. This is done until 14 August 2017, last day of Change of Matriculation.

**D. For Assessors**

Please do not assess undergraduate students . Wait for further notice on the schedule of assessment (and payment).

**E. Program/Registration Advisers**

Please see attached guidelines.

cc: College Deans

**OFFICE OF THE UNIVERSITY REGISTRAR  
UNIVERSITY OF THE PHILIPPINES DILIMAN**

**Some Guidelines for Registration Advisers**

**1. Enrolling in Subjects Outside the Curriculum (74th UC Meeting: 17 April 2001)**

➤ For enrichment purposes

Enrolment in subjects outside the curriculum for enrichment purposes may be allowed under the following conditions:

- The student must be in good academic standing and up-to-date with the requirements of his/her curriculum;
- Student may enrol in 1 or 2 courses per semester as long as the total load does not exceed 21 units per semester;
- Enrolment shall be endorsed by the program adviser and approved by the Department Chair/Institute Director; and
- The student must be informed by the registration/program adviser of the consequences of enrolling in courses outside curriculum, like added burden on academic load and possible delay in graduation.

➤ For shifting purposes

Enrolment in subjects outside the curriculum in preparation for shifting may be allowed under the following conditions:

- The student must indicate intention to shift by writing the Department Chair/Institute Director of the home unit;
- The student must shift within one year, subject to compliance with the admission requirements of the admitting unit;
- If the student cannot shift within one year, for whatever reason, he/she shall follow the curriculum of the original degree program; and
- The student must be informed by the registration/program adviser of the consequences of enrolling in courses outside curriculum, like added burden on academic load and possible delay in graduation.

**2. National Service Training Program (NSTP) 1 & 2**

➤ Students are required to complete 1) the NSTP Common Module offered by any unit for the period of at least 25 hours and 2) any one of the NSTP components [Reserve Officers' Training Corps (ROTC), Literacy Training Service (LTS), Civic Welfare Training Service (CWTS)] as a requisite for graduation.

- ROTC1/LTS1/CWTS1 must be taken FIRST.
- NSTP 1 & 2 must be under one component.
- NSTP 1 & 2 must be taken in one college.

**3. Prerequisites to Courses (745th BOR meeting: 21 April 1966)**

➤ Courses with prerequisites are found in the UPD Catalogue list of courses under the College offering the course. The UPD catalogue is posted on the OUR website.

- Courses approved by the University Council as prerequisites to others may not be waived.
- However, in meritorious cases, permission to take the course without having passed the prerequisite is granted upon application by the student, through a Dean's committee which shall include the College Secretary.
- The student who is granted permission under these rules is required to enrol in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

#### **4. Overloading/Underloading**

- For undergraduate students, the maximum academic load is 18 non-laboratory units, or 21 units including laboratory, except in programs where the prescribed load for the semester is more than 18 units. However, graduating students with VERY GOOD academic records may be permitted to carry a heavier load in their last year.
- Students who are candidates for graduation with honors must have taken during each semester/trimester not less than 15 units of credit or the normal load prescribed in the curriculum where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of subjects needed in the curriculum to complete the full load, or the fact that the candidate is a working student.
- To justify underloading, the submission of pertinent documents to the Office of the University Registrar through the College Secretary is required.
- It is the responsibility of the student to establish the veracity of the cause(s) of underloading. It is REQUIRED that documents submitted to establish the cause(s) of the light loading must be sworn to. THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.

(Note: Students need to fill out the 'reason for underloading' portion in the Form 5.)

#### **5. Completion of Change of Matriculation (COM), Dropping, LOA process**

- Students need to be reminded that the final process for COM, dropping and/or LOA is payment of fees. Any COM, dropping and/or LOA application is not consummated without payment.
- To avoid inconvenience in the application of clearance and transcripts, such applications should be completed, otherwise, this will appear as an accountability.