




UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the University Registrar

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19 October 2017

Memorandum No ERJ 2017-04

TO: All College Secretaries, ~~Graduate~~ Graduate Coordinators, and Department Chairs

FROM: 
EUGENE REX L. JALAO, PhD
Assistant University Registrar for Academic Information Systems

SUBJECT: Changes to the Class Submission Module of CRS

In preparation for the deployment of the online FSR module this Second Semester 2017-2018, we will be adding a “% Contribution” field in the Class Submission module of CRS. This field will be added beside the list of instructors of a class. The field basically records the distribution of the course credit load of each faculty member doing team teaching.

For convenience, when submitting a class, automatic values for % Contribution field are calculated by default as follows:

- If there is only one faculty member assigned to the class, then % Contribution is by default 100%.
- If another instructor will be added, then the % Contribution will be 50%-50% automatically. But this distribution can be edited by the one submitting the course, e.g.
 - o EL Jalao: 70%
 - o EG Atanacio: 30%
- As long as the sum of the % Contribution of all faculty members is 100% then the class can be submitted. It is up to the offering unit to assign the distribution of the credit load to the assigned faculty members.
- If a third instructor will be added, then by default it would be 33.33%, 33.33% and 33.33%
- In general, the % Contribution is equal to 100% divided by the number of instructors.

For classes that were already submitted for Second Semester 2017-2018, the % Contribution values would be equal to 100% divided by the number of instructors. You can edit these values at any time using the Class Submission module.

We will be presenting new CRS modules in meeting in November which includes the FSR module. Please wait for the memo for this meeting.

NOTED:


MA. THERESA T. PAYONGAYONG, PhD
University Registrar

cc: Deans