



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 * P.O. Box 161, Diliman, QC 1101 * email: our@upd.edu.ph

September 2017

Memorandum No. MTTP 2017-06

For: College Secretaries, Graduate School Coordinators & Department Chairs

From:


MA. THERESA T. PAYONGAYONG, PhD
University Registrar

Subject: Course Offering Coordination Request for Second Semester 2017-2018

As discussed in the January 30th 2017 College Secretaries and Graduate Coordinators Meeting, as well as the Executive Committee meeting last February 13th 2017, we will be implementing the Course Offering Coordination Request process to institutionalize course offerings coordination among colleges. Please refer to table 1 for the deadlines and registration dates for the 2nd Semester AY 2017-2018.

Table 1. Deadlines and Registration Dates for 2nd Sem AY 2017-2018

Activity	Date
• Deadline for Colleges to Submit Course Requests to the OUR (1 st Batch)	30 October 2017
• Deadline for Units to Respond to Course Requests (1 st Batch)	13 November 2017
• Deadline for Colleges to Submit Course Requests to the OUR (2 nd Batch)	20 November 2017
• Deadline for Units to Respond to Course Requests (2 nd Batch)	27 November 2017
• Deadline for Submission of Classes	28 November 2017
• Deadline for Departments to Create Blocks	29 November 2017
• 1 st Sem Regular Preenlistment 1 st Batch Run	1-18 December 2017
• Batch Run Results	19 December 2017
• 1 st Sem Regular Preenlistment 2 nd Batch Run	21-31 December 2017
• Batch Run Results	2 Jan 2018
• Advanced Registration	3-5 Jan 2018
• Regular Registration Week	9-11 Jan 2018

Please see attached COCR form. Your utmost cooperation on this matter is highly appreciated.

Thank you very much.

