



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

MEMORANDUM NO. OUR-MTTP-17-013

DATE: 5 December 2017

TO: College Secretaries and Graduate Program Coordinators

THROUGH: The Deans

FROM:   
MA. THERESA T. PAYONGAYONG, PhD  
University Registrar

SUBJECT: **Online Waitlist Procedure for  
Second Semester Registration, AY 2017-2018**

We will be rolling out the Waitlist Module of the Computerized Registration System for the Second Semester AY 2017-2018. As discussed and affirmed in the meeting of the College Secretaries and Graduate Program Coordinators on 20 November 2017, we will proceed with the following schedule:

DATE	ACTIVITY
2 January 2018, 12:00 PM	Waitlist module opens for the first round of waitlisting
5 January 2018, 12:00 PM	End of first round of waitlisting
5 January 2018, 1:00 PM onwards	Units to process waitlists
8 January 2018 – 11 January 2018	Registration, Second Semester 2017-2018

The first round of waitlisting will close on 5 January 2018, 12:00 PM to give units time to process the initial waitlist in preparation for the Regular Registration. Please be reminded of the following:

- During the first general round of waitlisting, students will be allowed to cancel classes enlisted during the two batch runs of pre-enlistment. We are encouraging the units to utilize the online advising available after the first batch run of pre-enlistment to guide our students in selecting classes where they wish to be waitlisted.
- During the regular registration period, units will decide on the waitlist schedule in their classes. Every time the unit sets a closing date and time for a waitlist, the unit cannot adjust this schedule to an earlier date and time.

For your guidance. Thank you!