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<td>UP Diliman Map</td>
<td>15</td>
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</tbody>
</table>
IMPORTANT DATES TO REMEMBER

February 22 to March 11, 2016  Schedule of confirmation for qualified applicants to UP Diliman
   Confirmation can be processed through:

   CRS website: http://freshman.up.edu.ph—enter your student number and 5-digit PIN from your
   UPCAT Notice of Admission

   FAX reply slip (see page number 9) to the Office of the University Registrar (OUR) 927-60-84

   MAIL reply slip to the Office of the University Registrar,
   University of the Philippines, Diliman 1101
   Quezon City

   VISIT the OUR in person: Admission and Registration
   Section, Office of the University Registrar,
   University of the Philippines, Diliman 1101 Quezon City
   (see map on page 15)

March 11, 2016  Deadline for confirmation

April 4-15, 2016  Login and application for Socialized Tuition

March 1 to June 30, 2016  Physical-Medical check up at the UP Health Service
   (present your notice of admission and accomplished
   medical forms.)

March 15, 2016  Release of List of UPD Qualifiers who confirmed

June 1 to June 26, 2016  Online pre-enlistment for subjects (pre-enlistment
   allowed once admitted to a degree program)

July 4 to July 5, 2016  Advance registration for new freshmen (proceed
   directly to your colleges, see pages 7 and 8 for
   corresponding schedule)

July 6, 2016  Freshmen Orientation Program, 1:00 pm—5:00 pm
   Cine Adarna, UP Film Institute
   Magsaysay Ave. and Osmeña Ave. UP Diliman, QC

August 1, 2016  Regular registration for freshmen unable to enrol
   during the advance registration

August 8, 2016  Start of classes and Freshmen Welcome Assembly
SPECIFIC INFORMATION FOR QUALIFIERS

Qualifiers to the B Fine Arts and B Music programs

A. B Fine Arts

1. Talent determination Test (TDT) Required for ALL applicants

Application Period: February 9 to March 18, 2016

Visit the College Secretary’s Office before specified date.
Applicant to bring coloring medium of choice except oil; sheets will be provided.

2. Examination schedule

BFA Visual Communication and Industrial Design
Saturday, April 2, 2016, 8:00 am—12:00 noon

BFA Painting, Sculpture, Art History and Art Education
Sunday, April 3, 2016, 8:00 am—12:00 noon

Applicants to bring black and/or blue ball point or technical pens; sheets will be provided. Bring 3 pieces 1.5 x 1.5 inch ID photos with your original notice of admission (see map on page 15)

RESULTS: Thursday, 21 April 2016

B. B Music

1. Theory Examination

Saturday, 16 April 2016
9:00 am - 12:00 noon
Abelardo Hall Auditorium
UPCAT Qualifiers are to call the College Office 9818500 local 2627

2. Talent Audition

Saturday, 23 April 2016
See posters for date, time schedule and room assignment at the College Secretary’s Office, College of Music
(see map on page 15)

RESULTS: Thursday, 28 April 2016
9:00 am on the College Secretary’s Bulletin Board
SPECIAL EXAMINATIONS

I. Advance Placement Examination (APE)

The APE may be taken by new freshmen who gained advance knowledge in Mathematics. Those who pass the APE will be given credit for corresponding subjects in their academic programs:

* Math 11 (College Algebra) and Math 14 (Plane Trigonometry) for non BS Math
* Math 60 (Precalculus) for BS Math only

For details on the APE, contact the College Secretary’s Office, College of Science 9818500 local 3816 and look for Ms Janeth Mabaquiao.

You may also call the Institute of Mathematics 9818500 local 3861 or 9201009 and look for Ms Guey Ruiz.

Application period
June 1 to 24, 2016, 8:00 am - 5:00 pm
Office of the College Secretary
College of Science 2F New Administration Building
National Science Complex, UP Campus, Diliman, QC

Examination schedule
Monday, June 27, 2016
9:00 am—11:00 am (Math 11)
9:00 am—12:00 noon (Math 60)
2:00 pm—4:00 pm (Math 14)
3F Mathematics Building
CP Garcia Avenue, UP Campus, Diliman, QC

(see map on page 15)

II. Physical Education Proficiency Exam (PEPE)

The PEPE may be taken by applicants who are skilled in one or more sports activity. Those who pass the PEPE acquire advance units in Physical Education.

Application period May 2-18, 2016
Requirements
* 2 pieces 1 x 1 inch photos and any ID (e.g. school ID, passport, etc.)
* Fee of PhP60.00 per subject

Examination schedule May 23-27, 2016

For information, contact the College of Human Kinetics 9818500 local 4130 and look for Ms Jeng Espiritu.
ENROLMENT INFORMATION

I. Enrolment Privileges

A. The following are granted privileges upon submission of required documents:

1. Dependents of UP faculty and personnel—submit to the HRDO (Human Resource Development Office) approved application to Study at Reduced Fees

2. Barangay scholar
   Submit required documents:
   - PSA Birth Certificate (applicant must be a legitimate child of an incumbent barangay official and is 21 years of age and below)
   - COMELEC certification that the barangay official is duly elected
   - Certificate of incumbency of barangay official from the municipal of city mayor and attested by the local government operations officer (LGOO) assigned to the city or municipality where barangay is located

   Note that all qualifiers may apply for ST (Socialized Tuition). If results are not yet available during registration period, applicant can opt to pay tuition first and have fees refunded once ST results are released.

II. Deferment of Enrolment

1. **Deferred of enrolment is allowed for only ONE YEAR**
   New freshmen who will not enrol during first semester AY 2016-2017 need to write a letter of deferment addressed to the University Registrar.

2. The applicant however needs to confirm interest to study in UP:
   - If qualified for a program, confirm slot reservation online or submit your reply slip to the OUR.

   Confirmation assures you of a course to enrol in upon return from deferment

III. National Service Training Program (NSTP)

Under the 2001 NSTP Act, beginning Academic Year 2002-2003, all freshmen of all genders must take 6 units of the following:

- Civic Welfare Training Service (CWTS)
- Literacy Training Service (LTS)
- Reserved Officers Training Program (ROTC) of Military Science (MS)
REGISTRATION PROCEDURE

1. STUDENT
Check enrolment date for your degree program.
See schedule of Advance Registration

2. COLLEGE
Go to your college for:
• Briefing of registration activities
• Form 5A issuance (with Adviser’s Signature)
• Issuance of and filling in of Student Directory

3. OUR-ARS (Admission and Registration Section) (1ST FLOOR)
Submit all Requirements
• Study Permit/Student Visa (for Foreign Student)
• Original & photocopy of Birth Certificate (PSA)
• 2 self addressed stamped long white envelop
• High School Transcript -Form 137, if available;
(Must be in a sealed envelop with authorized
signature on the flap)
• 4th Year High School Card (Form 138)
• Student Directory (2 copies)
• Form 5A with Adviser’s signature
• Medical Certificate from UP Health Service
• 2 passport size photos
• If born abroad, submit the following:
  -Report of Birth (PSA)
  -Philippine Passport
  -Identification Certificate

4. OUR CONFERENCE ROOM (3RD FLOOR)
• Confirm all subjects enlisted online
• Add/Cancel subjects
• Validation of subjects
• Assessment—Inform Assessor if with private and/or government
  scholarship
• Printing of Form 5
• Payment of Matriculation fees (Manager’s/Cashier’s Checks or
  Debit cards are also accepted)
• Student checks if Form 5 (student’s copy) has the Cash Machine
  Validation

5. 1ST FLOOR—OUR LOBBY
Get Photo ID Schedule from the Registration Assistant
# SCHEDULE OF ADVANCE REGISTRATION FOR COLLEGES/UNITS

*First Semester AY 2016-2017 (July 4 & 5, 2016)*

## Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM—10:00 AM</td>
<td><strong>College Briefing</strong>&lt;br&gt;<em>The preliminary Registration Form (Form 5A) indicating the subjects and schedules in which you pre-enlisted will be distributed. Attendance is required.</em></td>
</tr>
<tr>
<td>10:00 AM—5:00 PM</td>
<td><strong>Registration at the OUR</strong></td>
</tr>
<tr>
<td>8:00 AM—4:00 PM</td>
<td><strong>Payment at the OUR (3rd Floor)</strong></td>
</tr>
</tbody>
</table>

## Degree Programs with Qualifiers

<table>
<thead>
<tr>
<th>Date</th>
<th>College</th>
<th>Degree Programs with Qualifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4, 2016 (Monday)</td>
<td>College of Social Sciences and Philosophy</td>
<td>BA ANTHROPOLOGY&lt;br&gt;BS GEOGRAPHY&lt;br&gt;BA HISTORY&lt;br&gt;BA LINGUISTICS&lt;br&gt;BA PHILOSOPHY&lt;br&gt;BA POLITICAL SCIENCE&lt;br&gt;BA PSYCHOLOGY&lt;br&gt;BS PSYCHOLOGY&lt;br&gt;BA SOCIOLOGY</td>
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<tr>
<td></td>
<td>College of Science</td>
<td>BS APPLIED PHYSICS&lt;br&gt;BS BIOLOGY&lt;br&gt;BS CHEMISTRY&lt;br&gt;BS GEOLOGY&lt;br&gt;BS MATHEMATICS&lt;br&gt;BS MOLEcular BIOLOGY &amp; BIOTECHNOLOGY&lt;br&gt;BS PHYSICS</td>
</tr>
<tr>
<td></td>
<td>Virata School of Business</td>
<td>BS BUSINESS ADMINISTRATION&lt;br&gt;BS BUSINESS ADMINISTRATION &amp; ACCOUNTANCY</td>
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<tr>
<td>DATE</td>
<td>COLLEGE</td>
<td>DEGREE PROGRAMS WITH QUALIFIERS</td>
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<tr>
<td>July 5, 2016 (Tuesday)</td>
<td>College of Architecture</td>
<td>BS ARCHITECTURE</td>
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<td>B LANDSCAPE ARCHITECTURE</td>
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<td></td>
<td>College of Arts &amp; Letters</td>
<td>BA CREATIVE WRITING</td>
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<td>BA EUROPEAN LANGUAGES</td>
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<td>BA SPEECH COMMUNICATION</td>
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<td>BA THEATER ARTS</td>
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<td></td>
<td>College of Mass Communication</td>
<td>BA BROADCAST COMMUNICATION</td>
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<td>BA FILM</td>
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<td>BA JOURNALISM</td>
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<td></td>
<td>School of Economics</td>
<td>BS BUSINESS ECONOMICS</td>
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<td>BS ECONOMICS</td>
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<td></td>
<td>College of Engineering</td>
<td>BS CHEMICAL ENGINEERING</td>
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<td>BS CIVIL ENGINEERING</td>
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<td>BS COMPUTER ENGINEERING</td>
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<td>BS COMPUTER SCIENCE</td>
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<td>BS ELECTRICAL ENGINEERING</td>
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<td></td>
<td>BS ELECTRONICS &amp; COMMUNICATION ENGINEERING</td>
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<td>BS GEODETIC ENGINEERING</td>
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<td>BS INDUSTRIAL ENGINEERING</td>
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<td>BS MATERIALS ENGINEERING</td>
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<td>BS MECHANICAL ENGINEERING</td>
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<tr>
<td></td>
<td>College of Home Economics</td>
<td>BS CLOTHING TECHNOLOGY</td>
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<td></td>
<td>BS COMMUNITY NUTRITION</td>
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<td></td>
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<td>BS FAMILY LIFE &amp; CHILD DEVELOPMENT</td>
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<td>BS FOOD TECHNOLOGY</td>
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<td>BS HOTEL, RESTAURANT &amp; INST MGMT</td>
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<td></td>
<td>BS INTERIOR DESIGN</td>
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<tr>
<td></td>
<td>College of Social Work &amp; Community Development</td>
<td>BS COMMUNITY DEVELOPMENT</td>
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<td></td>
<td></td>
<td>BS SOCIAL WORK</td>
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<td></td>
<td>College of Education</td>
<td>B SECONDARY EDUCATION</td>
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<tr>
<td></td>
<td>College of Fine Arts</td>
<td>B FINE ARTS</td>
</tr>
<tr>
<td></td>
<td>National College of Public Administration &amp; Governance</td>
<td>B PUBLIC ADMINISTRATION</td>
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<tr>
<td></td>
<td>College of Human Kinetics</td>
<td>B SPORTS SCIENCE</td>
</tr>
<tr>
<td></td>
<td>School of Statistics</td>
<td>BS STATISTICS</td>
</tr>
</tbody>
</table>
REPLY SLIP FOR QUALIFIED APPLICANTS TO UP DILIMAN

Please check one (1) per number/letter

1. ☐ I will enrol in __________________ the course I qualified for and which appears on my admission notice. If B FA, B Music then please answer item 2.

2. ☐ For B Fine Arts, B Music qualifiers: I understand that I need to further qualify in a talent test/audition. In case I do not qualify, I wish to be considered under Degree Program with Available Slots (DPWAS). The three (3) programs I would like to enrol in, in order of my preference, are:

   1. ___________________
   2. ___________________
   3. ___________________

   Note: Assignment to a chosen program is not automatic.

3. ☐ I will defer my enrolment. I understand that I can defer enrolment up to one year only. Moreover, I understand that enrolment in another school during the deferment period automatically disqualifies me from entering the University as a freshman. IMPORTANT: Please see specific instruction on deferment on page 5 of your Admission Guide.

4. ☐ I will NOT enrol in the University of the Philippines Diliman. I will enrol in ____________________ (Name of School)

   Reason: _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

   IMPORTANT: Please check your final Degree Program assignment on March 15, 2016 via internet (our.upd.edu.ph, crs.upd.edu.ph) or you may call us at UP trunkline 9818500 local 4555/4556.

_______________________________
ID No. 2016-__________________

Signature Over Printed Name of Applicant

Conforme:

_______________________________
Signature Over Printed Name of Parent/Guardian

Mailing Address: ___________________________ Telephone No. ___________________________
__________________________________________________________________________________
__________________________________________________________________________________
Email address: ___________________________ Cellphone No. ___________________________
__________________________________________________________________________________
__________________________________________________________________________________

________________________________________
Mailing Address: ___________________________ Telephone No. ___________________________
__________________________________________________________________________________
__________________________________________________________________________________
Email address: ___________________________ Cellphone No. ___________________________
__________________________________________________________________________________
__________________________________________________________________________________
Degree Programs with Available Slots (DPWAS)
(Only for B FA and B M who did not qualify in a talent test/audition)

<table>
<thead>
<tr>
<th>DEGREE PROGRAMS</th>
<th>COURSE CODE</th>
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<tbody>
<tr>
<td>BA Anthropology</td>
<td>4001</td>
</tr>
<tr>
<td>BS Interior Design</td>
<td>31</td>
</tr>
<tr>
<td>BA Applied Physics*</td>
<td>4129</td>
</tr>
<tr>
<td>BS Architecture</td>
<td>4036</td>
</tr>
<tr>
<td>BS Art Studies</td>
<td>4156</td>
</tr>
<tr>
<td>BA Biology</td>
<td>4038</td>
</tr>
<tr>
<td>BS Broadcast Communication</td>
<td>4141</td>
</tr>
<tr>
<td>BA Chemical Engineering</td>
<td>4078</td>
</tr>
<tr>
<td>BS Chemistry</td>
<td>4046</td>
</tr>
<tr>
<td>BS Civil Engineering</td>
<td>4079</td>
</tr>
<tr>
<td>BS Clothing Technology</td>
<td>4047</td>
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<tr>
<td>BA Communication Research</td>
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<tr>
<td>BS Community Engineering</td>
<td>4048</td>
</tr>
<tr>
<td>BA Community Nutrition</td>
<td>4049</td>
</tr>
<tr>
<td>BA Comparative Literature</td>
<td>4007</td>
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<tr>
<td>BS Computer Science</td>
<td>4132</td>
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<tr>
<td>BA Creative Writing</td>
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<tr>
<td>B Elementary Education</td>
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<tr>
<td>BA English Studies</td>
<td>4158</td>
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<tr>
<td>BA European Languages</td>
<td>4010</td>
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<tr>
<td>BS Family Life &amp; Child Development</td>
<td>4086</td>
</tr>
<tr>
<td>BA Filipino at Panitikan ng Pilipinas</td>
<td>4097</td>
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<tr>
<td>BA Film</td>
<td>4279</td>
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<tr>
<td>BS Food Technology</td>
<td>4088</td>
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<td>BS Geodetic Engineering</td>
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<td>BS Geography</td>
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<tr>
<td>BS Geology</td>
<td>4092</td>
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<tr>
<td>BA History</td>
<td>4012</td>
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<tr>
<td>BS Home Economics</td>
<td>4093</td>
</tr>
<tr>
<td>BS Hotel, Rest &amp; Institution Mgmt.</td>
<td>4190</td>
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<tr>
<td>BS Industrial Engineering</td>
<td>4082</td>
</tr>
<tr>
<td>BS Applied Physics &amp; BS Physics</td>
<td>*</td>
</tr>
<tr>
<td>BS Social Work &amp; BS Community Development</td>
<td>**</td>
</tr>
</tbody>
</table>

* BS Applied Physics & BS Physics
* BS Social Work & BS Community Development

Interview is required.
Guidance Counselling is required, visit the Office of Counselling and Guidance
Room F208, National Institute of Physics
3F Vinzon’s Hall, UP Diliman
College of Science
February 22–29, 2016, 8:00 am to 5:00 pm
Deputy Director for Academic Affairs
National Institute of Physics

April 11, 2016 (Monday) 9:00 am to 12:00 nn
Email Dr. May Lim ddaa@nip.upd.edu.ph
Deputy Director for Academic Affairs
National Institute of Physics
RULES ON SCHOLASTIC STANDING

GOOD SCHOLASTIC STANDING

A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of “3” or higher in at least 75% of the total number of academic units in which s/he is registered. However, colleges/units may impose additional rules on good scholastic standing such as a minimum grade average or required number of units passed per semester/year.

Scholastic Delinquency

The faculty of each college or school shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:

1. **Warning.** Students who obtain final grades at the end of the semester below “3” in 25% - 49% of the total number of academic units in which they are registered shall be warned by the Dean to improve their work.

2. **Probation.** Students who at the end of the semester, obtain final grades below “3” in 50% - 75% of the total number of academic units in which they have final grades shall be placed on probation for the succeeding semester and their load shall be limited to the extent to be determined by the Dean.

   Probation may be removed by passing with grades of “3” or better in more than 50% of the units in which they have finals grades in the succeeding semester.

3. **Dismissal.** Students who, at the end of the semester, obtain final grades below “3” in at least 76% of the total number of academic units in which they receive final grades shall be dropped from the rolls of the college or school.

   Students on probation, in accordance with 2) above, who again fail in 50% or more of the total number of units in which they receive final grades shall be dropped from the rolls of their college or school subject to the following:
   a. Students dropped from (1) college shall not ordinarily be admitted to another unit of the University unless, in the opinion of the Vice Chancellor for Student Affairs, their natural aptitude and interest may qualify them in another field of study in which case they may be allowed to enrol in the proper college or department.
   b. Students who were dropped in accordance with rules on “Dismissal” and again fail so that it becomes necessary again to drop them, shall not be eligible for readmission to any college of the University.

4. **Permanent Disqualification.** Students who, at the end of the semester, obtain final grades below “3” in 100% of the academic units in which they are given final grades shall be permanently barred from readmission to any college of the University.
Permanent disqualification does not apply to cases where, on the recommendation of the faculty members concerned, the faculty certifies that the grades of “5” were due to the student’s unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student’s class standing is poor, his/her grades of “5” shall be counted against him/her for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in the light of the recommendations of the Vice Chancellor for Student Affairs; provided, that in no case of readmission to the same or another college shall the action be lighter than probation.

For purposes of scholastic standing, a grade of “Inc” is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made. The grade “4” is counted until it is removed. Once removed, only the final grade of “3” or “5” is counted.

Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrolment.

In colleges or school in which the weight of the courses are not expressed in terms of units, the computation shall be based on their respective equivalents.

No re-admission of dismissed or disqualified students shall be considered by the deans and directors without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the deans or directors conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice Chancellor for Academic Affairs, whose decision shall be final.

HONORIFIC SCHOLARSHIPS

The University recognizes academic excellence by conferring the following honorific scholarships. These do not entitle the holders to any tuition waiver or discounts.

University Scholar

Any undergraduate student who obtains at the end of the semester an absolute minimum weighted average of “1.45” or better, or a graduate student with an absolute minimum weighted average of “1.25” or better is given this honorific scholarship. University Scholars are listed in the President’s list of Scholars.
College Scholar

Any undergraduate student who, not being classed as University Scholar, obtains at the end of the semester an absolute minimum weighted average of “1.75” or better, or a graduate student who obtains an absolute minimum weighted average of “1.5” or better is given this honorific scholarship. College Scholars are listed in the Dean’s List of Scholars.

In addition to the general weighted average prescribed, a student must:

1. Have taken during the previous semester at least 15 units of academic credit or the normal load prescribed (not less than 8 units in the case of a graduate student); and
2. Have no grade below “3” in any academic or non-academic subject

Grades of “Inc” must be completed by the end of the semester. (The end of the first semester is the day before the registration for the second semester. The end of the second semester is on the day of the UP General Commencement Exercises.)

The effectivity of the scholarship is for the semester when such GWA is obtained.

GRADUATION WITH HONORS

Students who complete their courses with the following ABSOLUTE MINIMUM weighted average grade shall be graduated with honors:

- Summa cum Laude 1.20
- Magna cum Laude 1.45
- Cum Laude 1.75

Provided, that all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade; provided, further, that in cases where the electives taken are more than required in the program, the following procedure shall be used in selecting the electives to be included in the computation of the weighted average grade:

1. For students who did not shift programs, the required number of electives will be considered in chronological order.
2. For students who shifted from one (1) program to another, the electives to be considered shall be selected according to the following order of priority:
a. Electives taken in the program where the student is graduating will be selected in chronological order.
b. Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
c. Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

Student who are candidate for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation.

In the computation of the final average of students who are candidates for graduation with honors, only resident credit shall be included.

Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors. Provided, further, that students who have been suspended for one (1) year or more due to conduct as defined in the Rules and Regulations on Student Conduct and Discipline; the Revised Rules and Regulations Governing Fraternities, Sororities and other Student Organizations, and the Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 shall be barred from graduating with honors.

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, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

To justify underloading under the following conditions, the submission of pertinent documents is required:

1. Health reasons—medical certification from the University Health Service
2. Unavailability of courses—certification by the major adviser and copy of schedule of classes
3. Employment—copy of payroll and appointment papers indicating among others duration of employment

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light loading. It is required, in this connection that the 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.