



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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MEMORANDUM ECA NO. 11-26

TO: ALL COLLEGE SECRETARIES

FROM: EVANGELINE C. AMOR, Ph.D.
University Registrar

The **ONLINE DROPPING MODULE** is now open. All student applications for dropping for the Second Semester 2011-2012 should be done **online**.

Faculty are enjoined to check the **Instructor's Consent module** wherein the faculty concerned will have to grant or withhold the dropping request of the student. After which, the Adviser will affirm the request for dropping in the **Advising for Dropping module**. Both modules are now available to all faculty and academic unit accounts.

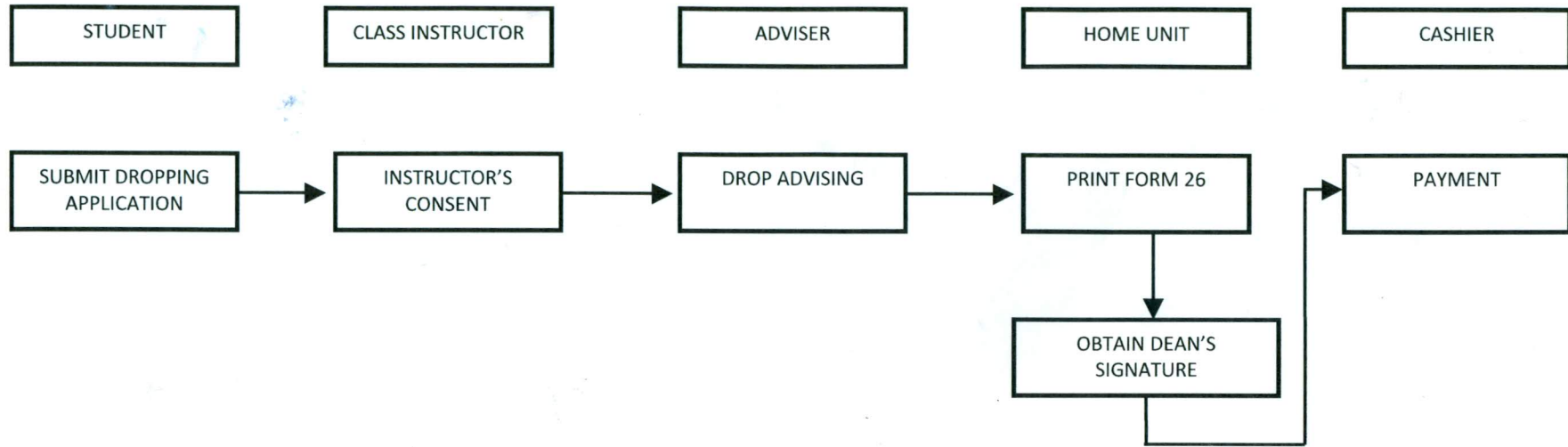
The **Dropping Slip Printing module** which is the final step before payment is also available now to all academic unit accounts.

Colleges are also enjoined to remind their students applying for dropping to inform their respective Instructors that they have pending dropping applications that need their consent.

Attached, please find the Flowchart for Online Dropping, for your guidance.

Thank you very much.

DROPPING FLOWCHART



1. **Submit Dropping Application.** A student wishing to drop a course must submit an application for dropping on or before the set deadline. Any unpaid dropping application may be canceled at any time by the student. A course is considered successfully dropped only when the student's application has completed the dropping process. **Module to Use:** Dropping (for enrolled students only)
2. **Instructor's Consent.** The instructor(s) of the course will need to submit their consent in order for the dropping application to progress. The instructor(s) may choose to withhold their consent, in which case the dropping application will be considered terminated. **Module to Use:** Instructor's Consent Module (for faculty members and unit accounts only)
3. **Drop Advising.** At this stage, the designated adviser from the student's home unit must indicate that the student has been duly advised about his dropping plans. **Module to Use:** Drop Advising Module (for faculty members and unit accounts only)
4. **Print Form 26.** Home units may generate and print the student's barcoded Form 26 (dropping slip). **Module to Use:** Form 26 Printing Module (for unit accounts only)
5. **Obtain Dean's Signature.** The Form 26 must be signed by the dean of the student's home college.
6. **Payment.** After obtaining the college dean's signature, the student may now proceed to the Cashier's Office to pay the dropping fine. All dropping applications must be paid on or before the set deadline for dropping. Any unpaid dropping applications will be ignored by the system during grades submission period.

Notes:

Canceling a Dropping Application. A student may cancel his unpaid dropping application anytime. Canceling an application cannot be undone. A student may, however, submit another dropping application should he decide to proceed with dropping the course.

Withholding Consent. Once the course instructor withholds their consent for a dropping application, it is considered terminated. If the course instructor later on decides to allow the student to drop the course (agreement done outside of the system), the student may submit another dropping application.