



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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08 May 2012

MEMORANDUM ECA NO 12-13

TO : **ALL COLLEGE SECRETARIES**

FROM:  **PROF. ROSELLA M TORRECAMPO**
Assistant University Registrar

RE : **IMPORTANT REMINDERS REGARDING FIRST SEMESTER AY 2012-2013 REGISTRATION**

Attached are "Important Reminders for the First Semester 2012-2013 Registration." These include payment, enlistment and residency enrollment guidelines for your guidance and implementation.

In regard of the preenlistment scheduled on 14 May 2012, please be reminded that all colleges that have not yet submitted/uploaded their complete list of course offerings should do so. The CRS enjoins us all to help our students by giving them enough courses to choose from, and ample time to make adjustments in their schedules as early as the first batch run. This will also prevent the usual last-minute problems associated with scheduling and enlistment, both from the College's and the students' parts, from cropping up.

Thank you for your usual cooperation.

RMT/ARS

RESIDENCY ENROLLMENT

A. RESIDENCY ENROLLMENT BEFORE THE CHANGE OF MATRICULATION DEADLINE

1. Go to your College for Residency enlistment, residency validation and assessment.
2. After assessment, Form 5 will be printed.
3. Go to the Cashier's Office at the ISSI for payment (make sure all the necessary signatures in your Form 5 are present, e.g. ,signature of adivser, student's signature, signature of assessor) .
3. After payment, you are done.

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B. RESIDENCY ENROLLMENT AFTER THE CHANGE OF MATRICULATION DEADLINE

1. Go to your College for Residency enlistment and residency validation.
2. Go to the OUR, ARS section, window 4 for assessment and printing of Form 5.
3. Go back to your college and have your Form 5 signed by your Adviser
4. Go to the Cashier's Office at the ISSI for payment (make sure all the necessary signatures in your Form 5 are present, e.g. ,signature of adivser, student's signature, signature of assessor)
5. After payment, you are done.

**FOR INFORMATION & GUIDANCE OF ALL COLLEGE SECRETARIES, FACULTY,
STAFF & STUDENTS**

June 6 (Wed) – June 8 (Fri).....Regular Registration Period

June 8 (Fri).....Last Day of Registration & Payment

June 11 – 22 (Mon – Fri).....Change of Matriculation Period

June 11 (Mon).....**CLASSES BEGIN**

NOTES:

1. Students with **UNVALIDATED** status may be **removed** from the **classlists** on the **first day of classes** to open slots for other students.
2. There is **no** late registration period. Enlistment **beyond June 8** should be **with approval of the OUR** if not Change of Matriculation.
3. **FORM 5** should be **MACHINE VALIDATED** as **"PAID"** **BY JUNE 8** BEFORE THEY CAN APPLY FOR A **CHANGE OF MATRICULATION.**