



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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29 August 2012

MEMORANDUM ECA NO. 12 – 18

TO: ALL COLLEGE SECRETARIES, DIRECTORS & DEPARTMENT CHAIRS


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

Please be informed of the following important dates:

- **10 September 2012**.....Deadline for Dropping Subjects
(Monday)
- **24 September 2012**.....Deadline for filing Leave of Absence (LOA)
(Monday)
- **03 September 2012 to 01 October 2012**.....SCHEDULE OF CLASS
(Monday) (Monday) * SUBMISSION FOR THE SECOND
SEMESTER AY 2012-2013

For your reference, attached are the revised CRS Registration Activities for the Second Semester AY 2012-2013, procedure and flowchart for online dropping.

Thank you.

REGISTRATION ACTIVITIES FOR THE SECOND SEMESTER AY 2012-2013

08 October 2012Start of Issuance of
(Monday) University Admission Slips
to all types of students

04 (Thursday) - 15 (Monday) October 2012.....Start of
Priority Encoding

04 (Thursday) - 19 (Friday) October 2012.....Pre-
Enlistment 1

19 October 2012Batch Run 1
(Friday)

22 October 2012.....Batch Run 1 Results
(Monday)

22 (Monday) - 29 (Monday) October 2012.....Pre-enlistment 2

30 October 2012Batch Run 2 & Results
(Tuesday)

31 October 2012..... (Wednesday)	Form 5 A available for printing
05 November 2012..... (Monday)	E-Prerog for Freshmen, Varsity, Graduating & Graduate Students
06 (Tuesday) - 07 (Wednesday) November 2012.....	E-Prerog for Other UP Diliman Students
07 November 2012 (Wednesday)	E-Prerog for all students including Cross-Registrants, Non-degree and Special Students
08 November 2012..... (Thursday)	Classes Start (Second Semester AY 2012-2013)

Notice:

- CRS & OUR sites will be closed on 20-21 October 2012.
All CRS Modules (Class Submission, Grades
Submission, etc.) will be inaccessible.
- CRS & OUR sites will reopen on 22 October 2012 (Monday).
- 01 – 02 November 2012 are declared holidays

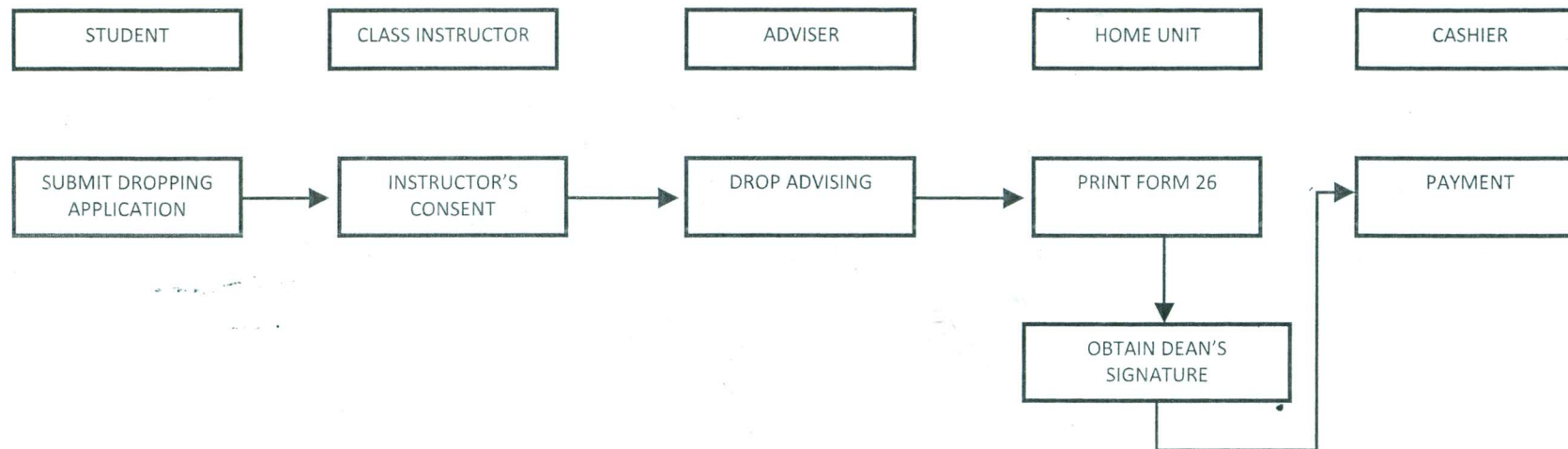
PROCEDURE FOR "ONLINE DROPPING"

1. Open your CRS Account
2. Click "Module for Dropping"
3. Click the "DROP" button opposite the subject (s) you intend to drop.
4. Indicate the reason for dropping.
5. Inform the class instructor that you are going to drop his / her class.
6. Instructor will have to submit his/her consent on the dropping application of the student using the "INSTRUCTOR'S CONSENT MODULE"

(NOTE: The instructor may choose to withhold his/her consent in which case the student's dropping application will be considered terminated).

7. Student will ask for the Adviser's approval. The Adviser will go to the "DROP Advising Module" to indicate his/her approval on the request of the student.
8. Student should go to his/her home unit for printing of his/her UP Form 26 (Dropping Slip).
9. Student secures the signature of the College Dean or College Secretary or his/her duly authorized person.
10. Student will then proceed to the Cashier's Office for payment.
(Note: After payment the Cashier gives the student's copy of the dropping form to the student and the rest of the copies are collected by the OUR staff at the end of the day)

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.