



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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05 July 2013

MEMORANDUM ECA NO. 13-24

FOR: ALL COLLEGE SECRETARIES, GRADUATE COORDINATORS, COLLEGE SREs, & DEPARTMENT STAFF


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

RE: BRIEFING ON THE NEW CRS MODULES

College Secretaries, Graduate Coordinators, College SREs and representative from each department of your college are requested to attend demo on the different new CRS modules at the OUR Conference Hall, 3rd floor, OUR Bldg. at 1:00 pm on 22 July 2013.

Attached is the list of modules to be demonstrated by the CRS developers.

Please email to us at email address: admission.our@upd.edu.ph the names of attendees in your college on or before 16 July 2013.

Thank you for your continued cooperation and support.



NEW CRS MODULES FOR DEMO

July 22, 2013

1pm -OUR Conference Hall

Module	Potential Users	Issues
NSTP Re-Enlistment	Department Staff	Procedures; difference with Change of Matriculation; forms; operations.
Announcements Management	College Secretaries, College Staff	Procedures; standards; access; responsibilities and repercussions
Reports: Less Than X-Unit Ineligibility Rule, Passed At Least X-Units Rule, Percentage Passing	College Secretaries, SREs	How-to in conjunction with tagging Ineligibilities
Automated Leave of Absence	All units involved	Procedures
Class Delegations	All academic units	Procedures
Block Section Management	All academic units	Procedures
Clearance	All academic units	Procedures; interaction with Ineligibilities module