



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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**21 April 2014**

**OUR MEMORANDUM ECA NO. 14-17**

**TO: ALL COLLEGE SECRETARIES**

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

**RE: ADVANCE REGISTRATION OF NEW FRESHMAN**

We would like to request all College Secretaries to please remind the Advisers and college personnel involved in the Advance Registration for New Freshman to be present from May 5 (Monday) to May 9 (Friday) for the registration of our new students.

Form 5As and Student Directories of your new freshmen will be distributed on April 29 & 30, 2014.

FORM 5As of new freshmen who were not able to enroll during the Advance Registration for New Freshmen, duly signed by their Advisers, should be returned to the OUR not later than 13 May 2014.

Please find attached a copy of the Advance Registration Schedule for New Freshmen for your information and guidance.

Thank you for your continued support and cooperation.

# UNIVERSITY OF THE PHILIPPINES DILIMAN

## SCHEDULE OF ADVANCE REGISTRATION FOR INCOMING FRESHMEN FIRST SEMESTER AY 2014-2015 (05– 09 May 2014)

### Daily Schedule

8:00 am – 10:00 am – College Briefing.

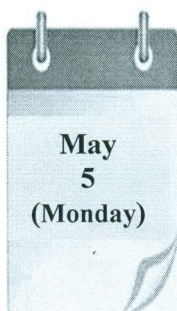
- The Preliminary Registration Form (Form 5A) indicating the subjects and schedule in which you pre-enlisted will be distributed. Attendance is a must.

10:00 am – 5:00 pm – Registration at the OUR Building

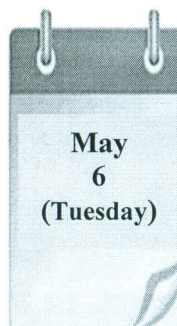
8:00 am – 4:00 pm – Payment at the OUR Building (3<sup>rd</sup> Floor)

### Date

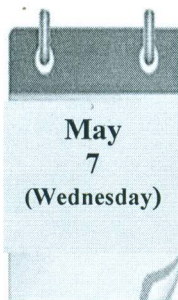
### College/Degree Program



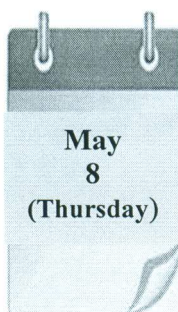
College of Engineering (BS Computer Sci., BS Industrial Engg.)  
College of Soc. Sciences & Philo. (BA Anthro., BA Pol. Science,  
BA History, BA Sociology, BA Linguistics)  
College of Business Administration (BS Bus. Adm., BS Bus. Adm.  
& Acctcy.)  
College of Human Kinetics (B Physical Education,  
B Sports Science)  
College of Music (B Music)  
College of Social Work & Com. Dev't. (BS Social Work,  
BS Community Dev't.)



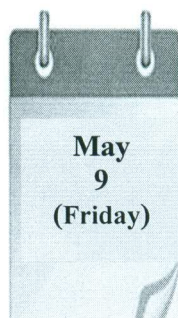
College of Arts and Letters (BA Aral. Pilipino, BA Art Studies,  
BA Comparative Lit, BA Creative Writing, BA English  
Studies, BA European Lang., BA Filipino,  
BA Mal. Pagsulat sa Filipino, BA Speech Com., BA  
Theater Arts)  
College of Education (B Elementary Education, B Secondary  
Education)  
College of Engineering (BS Computer Engg., BS Elect. & Comm.  
Engg., BS Elect. Engg.)  
College of Home Economics (BS Cloth. Tech., BS Comm.  
Nutrition, BS F.L.C.D., BS Food Technology,  
BS Home Economics, BS H.R.I.M., BS Interior Design)  
School of Library & Info. Science (B Library & Info. Science)



College of Social Sciences & Philosophy (**BA Psychology, BS Psychology, BS Geography, BA Philosophy**)  
College of Engineering (**BS Civil Engg, BS Geodetic Engg, BS Mechanical Engg**)  
School of Economics (**BS Business Economics, BS Economics**)



College of Architecture (**BS Architecture, B Landscape Architecture**)  
College of Engineering (**BS Chemical Engg., BS Mining Engg., BS Materials Engg., BS Metallurgical Engg.**)  
School of Statistics (**BS Statistics**)  
College of Mass Communication (**BA Broad. Comm., BA Comm. Research, BA Film, BA Journalism**)  
National College of Public Adm. & Governance (**BA Public Administration**)



College of Fine Arts (**B Fine Arts**)  
College of Science (**BS Applied Physics, BS Biology, BS Chemistry, BS Geology, BS Math., BS M.B.B., BS Physics**)  
Asian Institute of Tourism (**BS Tourism**)



# **Instructions for College Secretaries**

## **Advance Registration for Freshmen**

**First Semester 2014-2015**

- 1. Advance registration for new freshmen is on May 5-9 at the OUR Building.**

**Colleges are assigned specific dates. Please refer to the attached schedule.**

- 2. Please monitor supply and demand of freshmen course offerings. Supply/demand statistics are available from the CRS website after batch processing. It may be necessary to add or cancel course offerings based on these statistics. Coordinate with the departments concerned so that adjustments are made in anticipation of the needs of our freshmen at the start of the Advance Registration on May 5, 2014. Also, monitor supply and demand after the advance freshmen registration so that adjustments can be made for the regular registration of all other students.**

- 3. College Advising/ Orientation**

- a. The CRS-generated Form 5As and Student Directory forms (accomplished online) of your students will be given to you by the OUR. You may take charge of releasing them to the students or course them through the departments. You will also be given blank Form 5As and Student Directory forms for those who did not pre-enlist.**
- b. For the first two hours (8-10 am) qualified freshmen of your college will be with you for orientation/briefing and advising. Refer to the attached Instructions for Freshmen Advisers for details. Please request your Advisers to be present at the designated time.**
- c. Make sure that your Freshmen Advisers have their own copies of the new program checklists and the List of GE Courses (updated per 122<sup>nd</sup> UPD/ 09 July 2012) and their description. It is advisable that you meet with your Freshmen Advisers to discuss pre-enlistment and other matters pertaining to freshmen registration.**
- d. Modifications in the student's subjects may be allowed. Any addition, cancellation or erasure made on the Form 5A must be properly countersigned by the Adviser. Please remind your Advisers not to deviate from the approved program checklists in terms of subjects and number of units required for the semester. If possible, Advisers may write down alternative subjects.**

e. When the Form 5A is in order, the Adviser may sign in the appropriate space. He/She need not wait for the schedule to be finalized before signing the Form 5A as the schedule of the specific subjects will only be finalized at the Registration Area before the student's enlistment in the subjects is confirmed. We will thus avoid having the student go back and forth from the College/Unit and Registration Area just to get their forms signed.

f. **Bridge Program**

Freshmen qualifiers identified by the U.P. System Office of Admissions as needing to upgrade their skills in Mathematics and/or English will be required and automatically enlisted in Mathematics 2 and /or English 1. These will be credited as part of their Math, Science & Technology (MST) and/or Arts and Humanities (AH) General Education (GE) Requirements.

**OTHER IMPORTANT REMINDERS:**

1. Collectors of Student Fund for the College Student Council should assign their collectors near the College Secretary's Office. They will not be allowed to collect College Student Council fees at the Office of the University Registrar (OUR).
2. New Freshmen who enrolled during the Advance Registration (May 5-9) but will not yet pay their tuition/miscellaneous fees should finish their registration up to Assessment and printing of Form 5 at the OUR Conference Hall for slots reservation.
3. New Freshmen who will enroll after Advance Registration, will have to get their University Admission Slip first from the Admission and Registration Section of the OUR before they proceed to their respective colleges.



# Instructions for Freshmen Advisers

## Advance Registration for Freshmen

First Semester 2014-2015

1. Advance Registration for Freshmen is on May 5-9 at the Office of the University Registrar (OUR Building).  
Each college is assigned a specific date. Please refer to the attached schedule.

2. College Orientation/Advising

For the first two hours of the scheduled advance registration for your college (8-10 am), qualified freshmen assigned to your unit will be with you for your orientation/briefing and advising.

3. To facilitate advising, your College Secretary will provide you with:

- New Program Checklists
- List of GE Courses (Updated per 122<sup>nd</sup> UPD UC/ 09 July 2012)

Please guide the students in choosing their GE subjects. Note that GE subjects have no pre-requisites. Per University Council (UC) approval of its 119th meeting on 12 December 2011 the following are :

### Prescribed GE Courses

- Math GE (MST)
- Philo 1 (SSP)
- Kas 1 (SSP)
- English 10 (AH)
- Com 3 (AH)
- Fil 40 (AH)
- STS (MST)

### Generic GE Courses

- 2 AH free courses
- 3 MST free courses
- 3 SSP free courses

Please take note of the following limitations:

- Chemistry 1, Nat Sci 1 and Physics 10 cannot be taken for credit by students in the College of Engineering except those under the BS Computer Science program.
- Math 2 cannot be taken for credit by students of degree programs which require at least Math 11.
- Math 1 cannot be taken for credit by BS Math students.
- English 1 and Kom 1 are distinct subjects and can be taken at the same time under the GE scheme.

English 10 and Kom 2 are distinct subjects and can be taken at the same time under the GE scheme. These are not prerequisites to English 1 and Kom 1 respectively.

4. Bridge Program

Freshmen qualifiers identified by the U.P. System Office of Admissions as needing to upgrade their skills in Mathematics and/or English will be automatically enlisted in a


specific section for Mathematics 2 and /or English 1. They will not be allowed to change section. These will be credited as part of their Math, Science & Technology (MST) and/or Arts and Humanities (AH) General Education (GE) Requirements.

Please see attached list of freshmen who will be in the Bridge Program.

## 5. Specific Instructions

- Your College Secretary will furnish you with the Form 5As and Student Directory forms of your students.
- When advising, follow the latest checklists (those effective First Semester 2012-2013) that will be provided to you by your College Secretary. Please do not deviate from the approved program checklists in terms of subjects and number of units required for the semester.

For those who confirmed and pre-enlisted online	For those who confirmed but did not pre-enlist	For those who did not confirmed nor pre-enlist
<ul style="list-style-type: none"> <li>• Let the student sign the Student Directory (2 copies). Attach photo on the right corner of each Student Directory (SD).</li> <li>• Give Form 5A</li> <li>• Modifications in the student's schedule and subjects may be allowed. Any cancellation, addition or erasure must be countersigned by the adviser. If possible, write down alternative subjects.</li> </ul>	<ul style="list-style-type: none"> <li>• Let the student sign in the Student Directory (2 copies). Attach photo on the right corner of each Student Directory (SD).</li> <li>• Give Form 5A</li> <li>• Advise student on what subjects to take and have it finalized (Write alternative courses)</li> </ul>	<ul style="list-style-type: none"> <li>• Instruct the student to go first to ARS-OUR (1<sup>st</sup> floor) to confirm course assignment.</li> <li>• Advise student on what subjects to take and have it finalized (Write alternative courses)</li> </ul>

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- If Form 5A is in order, please sign in the appropriate space to avoid having the student go back and forth from the college to the Registration Area and vice versa just to get their forms signed.
  - Schedule of subjects will be finalized and confirmed at the Registration Area (OUR Conference Hall 3<sup>rd</sup> floor).
  - Instruct the student to proceed to OUR for registration with the following documents:
    - a) Form 5A with adviser's signature
    - b) Student Directory (2 copies)
    - c) Form 138 (4<sup>th</sup> yr High School Card)- with Principal/Registrar's signature
    - e) Medical Certificate from UP Health Service.
    - f) Birth Certificate (NSO) – original and photocopy
    - g) Two (2) photos (2"x2")
    - h) F137 (High School Transcript if they have it already
    - i) For Foreign Students – Student Visa/Passport (original & 2 photocopies)
  - Request for Form 137 (High School Record) is then release to student at the Registration Area (OUR Admission counters)
  - Form 5 will be released at the Assessment Counters (3rd floor)

### NOTE:

College should not release Form 5 to student.