



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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Memorandum MRC No. 16-02

FOR: All College Secretaries and Graduate Coordinators

FROM:

Marilyn R. Canta, PhD  
University Registrar

SUBJECT: Registration, 2d semester 2015-16

Please issue the following reminders to your students on the schedule of registration activities for the 2d semester 2015-2016 and attendant concerns related thereto:

DATES	ACTIVITIES	REMARKS
January 12-14, Tue-Thu Jan 12-14 Jan 13-14 Jan 14	Regular registration —For freshmen, graduating, varsity & graduate students —All UPD undergraduate & graduate students —All students including cross-registrants/non-degree/special students	Period for enlistment (if not pre-enlisted by CRS), validation of courses pre-enlisted/enlisted in, and regular payment. <b>Note:</b> Faculty registration advisers are <b>not</b> obligated to do advising beyond this period. Students should therefore <b>go for advising on the designated dates</b> . Moreover, courses <b>enlisted in via teacher's prerogative need to be validated online</b> (please go to your Department or Office of the College Secretary)
Jan 15	Deadline for regular payment (tuition, CoM, and other fees)	UP Theater (7am – 4pm): tuition, CoM, and other fees Banks (9am – 3pm): tuition only
January 21, Thu	Deadline for withdrawal of enlistment (WoE)	If a student decides not to pursue enrolment, courses pre-enlisted in should be <b>withdrawn</b> ; otherwise the student will be held <b>accountable</b> for these courses. <b>Note:</b> If a student has not withdrawn enlistment and has not yet paid a day after the deadline for WoE, the OUR (through the CRS) will notify him/her. The student can either withdraw enlistment or pay until the deadline for late payment.
January 25, Mon	Deadline for change of matriculation	Students should add, cancel or change specific courses by this date.

DATES	ACTIVITIES	REMARKS
January 25, Mon	Deadline for late payment	This is a deadline for <b>late payment</b> only; it is <b>not</b> an <b>extension of registration</b> .
January 18, Mon	Start of classes	Students who have not yet paid by this time are <b>allowed to attend classes</b> .

Moreover, please note the following modes of payment which a student may avail of:

- 1) Through the **UPD Cashier** : by cash  
: by manager's check (no personal checks, please)  
: by debit card (any local bank)
  
- 2) Through **duly-authorized government banks** (ie, LBP and DBP only)  
LBP account no: 1462-2220-48  
DBP account no: 0455-024458-030  
**Note:** Have the receipt validated by the UPD Cashier by 25<sup>th</sup> of January 2016. **Please do not lose the receipt.**
  
- 3) Through the **Student Loan Board** (please check your CRS accounts under "Financial Assistance: Tuition Loan Application"):
  - : if current personal funds are not available (loan application may be done in amounts up to 100% of the assessed fees);
  - : if a student has a pending ST appeal. The amount of the loan will be adjusted once the final ST bracket has been assigned;
  - : if a student is awaiting funds from a private person or donor institution (but funds are not managed through UPD). The loan may be paid once the funds arrive.

**NOTE: THE OUR WILL NOT CREDIT COURSES/CLASSES IN WHICH STUDENTS HAVE "SAT-IN" FOR AN ENTIRE SEMESTER, BUT WHICH HAVE NOT BEEN VALIDATED ONLINE.**

For your guidance.

Thank you.