



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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12 January 2016

MEMORANDUM MRC 16-4

FOR: All Faculty

Through: College Secretaries and Graduate Coordinators

FROM:

Marilyn R. Canta
University Registrar

SUBJECT: STUDENTS "SITTING-IN" WITHOUT ONLINE VALIDATION

Beginning this semester, the Office of the University Registrar (OUR) will not consider for credit courses in which students were allowed to "sit-in" as "regular" students **without online validation of these courses**. As such, despite attendance and participation in classes, these courses cannot eventually be paid for and credited.

The *Faculty Manual* (11.5) states that "no person who has not duly matriculated may be admitted to classes. In exceptional cases, the University Registrar may, on the recommendation of the Dean concerned, authorize the admission of a **visitor** to a class for **not more than five (5) sessions**" (emphasis provided). This is the only rule we have which allows for "sit-ins".

Please note that students whose names do not appear in your official classlist have not undergone online enlistment nor validation of courses. Please advise these students to go to their Departments or College Secretaries for these courses to be validated.

The University has clear policies on attendance and participation in classes, which require matriculation. In the event of "financial incapacity", reprieves have also been provided which the student should avail of. "Sitting-in" is not one of them.

In view of this, the OUR requires that courses attended by a student should at least be validated online for them to be considered for credit.

Thank you for your cooperation.