



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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12 July 2016

MEMORANDUM NO. MRC 2016-23

FOR: COLLEGE SECRETARIES & GRADUATE SCHOOL COORDINATORS

FROM:

Marilyn R. Canta, PhD  
University Registrar

SUBJECT: **REMINDERS ON REGISTRATION, AND "NO LATE PAYMENT"  
POLICY BEYOND DEADLINES**

We wish to remind you of the registration schedule this coming 1st semester 2016-17, as follows:

August 2016	Regular registration for:	Other important dates
1, Monday	Freshmen, graduating, varsity and graduate students	
2-3, Tuesday—Wednesday	All UPD and graduate students	
4-5, Thursday—Friday	All students, including cross registrants/non-degree, special students	
10, Wednesday		Deadline for withdrawal of enlistment
16, Monday		Deadline for change of matriculation
8, Monday		Start of classes

To avoid congestion, please remind students **to come on the schedules allotted to them**. Moreover, we hope that all registration transactions will have been completed **by the end of the regular registration period**.

Further, please remind students of the following **payment schemes**:

Admission & Registration ext. 4555, 4556, 4564 / admission.our@upd.edu.ph \* ARS-CRS Support ext. 4560  
Transcript ext. 4561, 4562 / 927-3422 / transcript@upd.edu.ph \* Records ext. 4559, 4563 / records.our@upd.edu.ph  
Publications & UC Secretariat ex. 4554, 4558 / uc.secretariat.upd@gmail.com / pucss.our@upd.edu.ph

1. **Cash**
2. **Cashier's or manager's cheque**
3. **Debit card**
4. **Through duly authorized banks: LBP or DBP**
5. **Student loan.** Students who have unavailable or deficient funds, have pending ST appeals, are awaiting funds from personal benefactors or institutional donors, etc. are advised to **please avail of this facility**.

Note that the BOR approved the policy that "a student who is unable to pay the required tuition and other fees due to financial incapacity may apply for, and shall be granted, a loan from the Student Loan Board **to complete the registration**".

Waivers of ineligibility due to unpaid previous loans are also appealable to the Chancellor (through proper channels), but must be done **before the end of the registration period**.

Moreover, the Office of the Vice Chancellor for Student Affairs (OVCSA) has other available schemes for dealing with financial difficulties. You may go to the **Office of Scholarships and Student Services, OVCSA** if you are experiencing such.

In view of these, the OUR will now implement a **NO LATE PAYMENT** policy beyond announced deadlines for registration and other procedures related to student matriculation, such as dropping, change of matriculation (CoM) residency, leave of absence (LOA), etc.

However, in certain **exceptional** situations, requests for late payment may still be appealed to the Office of the Chancellor, through the proper channels. Enlistments, and requests for CoM, dropping, LOA, etc, **should at least be validated online**. However, please take note that such appeals will be processed in only two (2) batches during the semester:

**Cycle 1: three (3) days before the week for deadline for dropping**

**Cycle 2: three (3) days before the week for deadline for filing of LOA**

Therefore, the Cashier's Office will receive **late** payments for registration and other registration-related transactions **only if they fall within the announced extended transaction periods and the cycles mentioned above**.

Thank you.

For your guidance.