



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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September 2017

Memorandum No. MTTP 2017-06

For: College Secretaries, Graduate School Coordinators & Department Chairs

From:

*Theresa T. Payongayong*  
MA. THERESA T. PAYONGAYONG, PhD  
University Registrar

**Subject: Course Offering Coordination Request for Second Semester 2017-2018**

As discussed in the January 30<sup>th</sup> 2017 College Secretaries and Graduate Coordinators Meeting, as well as the Executive Committee meeting last February 13<sup>th</sup> 2017, we will be implementing the Course Offering Coordination Request process to institutionalize course offerings coordination among colleges. Please refer to table 1 for the deadlines and registration dates for the 2<sup>nd</sup> Semester AY 2017-2018.

Table 1. Deadlines and Registration Dates for 2<sup>nd</sup> Sem AY 2017-2018

Activity	Date
• Deadline for Colleges to Submit Course Requests to the OUR (1 <sup>st</sup> Batch)	30 October 2017
• Deadline for Units to Respond to Course Requests (1 <sup>st</sup> Batch)	13 November 2017
• Deadline for Colleges to Submit Course Requests to the OUR (2 <sup>nd</sup> Batch)	20 November 2017
• Deadline for Units to Respond to Course Requests (2 <sup>nd</sup> Batch)	27 November 2017
• Deadline for Submission of Classes	28 November 2017
• Deadline for Departments to Create Blocks	29 November 2017
• 1 <sup>st</sup> Sem Regular Preenlistment 1 <sup>st</sup> Batch Run	1-18 December 2017
• Batch Run Results	19 December 2017
• 1 <sup>st</sup> Sem Regular Preenlistment 2 <sup>nd</sup> Batch Run	21-31 December 2017
• Batch Run Results	2 Jan 2018
• Advanced Registration	3-5 Jan 2018
• Regular Registration Week	9-11 Jan 2018

Please see attached COCR form. Your utmost cooperation on this matter is highly appreciated.

Thank you very much.



**University of the Philippines Diliman**  
Office of the University Registrar  
**Course Offering Coordination Request Form**

**Instructions:** Please accomplish one sheet per offering unit and list down all courses requested by your Dept/Inst from that unit.

Date Requested:		Request for Academic Term:	
Requesting Dept./Institute:		Requesting College:	
Requesting Dept./Institute Contact Person:		Requesting Dept./Institute Contact Details:	
Department/Institute Offering the Course:		College Offering the Course:	

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Received from the Requesting Unit:	
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Received from the Offering Unit:	
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