Memorandum No. MTTP 2017-06

For:

College Secretaries, Graduate School Coordinators & Department Chairs

From:

THERESA T. PAYONGAYONG, PhD

University Registrar

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

As discussed in the January 30th 2017 College Secretaries and Graduate Coordinators Meeting, as well as the Executive Committee meeting last February 13th 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 2nd Semester AY 2017-2018.

Table 1. Deadlines and Registration Dates for 2nd Sem AY 2017-2018

Ac	tivity	Date		
•	Deadline for Colleges to Submit Course Requests to the OUR (1st Batch)	30 October 2017		
•	Deadline for Units to Respond to Course Requests (1st Batch)	13 November 2017		
•	Deadline for Colleges to Submit Course Requests to the OUR (2 nd Batch)	20 November 2017		
•	Deadline for Units to Respond to Course Requests (2 nd Batch)	27 November 2017		
•	Deadline for Submission of Classes	28 November 2017		
•	Deadline for Departments to Create Blocks	29 November 2017		
•	1 st Sem Regular Preenlistment 1 st Batch Run	1-18 December 2017		
•	Batch Run Results	19 December 2017		
•	1 st Sem Regular Preenlistment 2 nd 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.

erlj rev 2, 9/25/2017

Date R	equested:						Request for Academic Term:					Harrison Land		
Requesting Dept./Institute: Requesting Dept./Institute Contact Person: Department/Institute Offering the Course:					Requesting College: Requesting Dept./Institu			ollege:	ge:					
								ept./Institute	Contac	t Details:				
							College Offering the Course:							
						W.								
To be filled up by the Requesting Department/Institute								To be filled up by Department/Institute Offering Course						
Course Name/ Num.	Type of Course in Curriculum (Service, Elective, etc)	Fresh men	Regular Regular	Gradua ting	Program	Requested Day/Time Window	Delegated or Restricted Request Type	Course Name/Num.	Slots	Section	Day/Time	Delegated/ Restricted	Restrictions/ Remarks	
	No.					La Company	at more many			4 -		o de la mercia della mercia del		
								1 1 1 1	UU		5 5 5 5		P # .602	
		8 5			5-0-0								8 2 2 - 3	
	U. U.				1 (5) E		T 1 195 1		,	1 22 2				
						1	12 2 2						5 5 5 10 10 10 10 10 10 10 10 10 10 10 10 10	
	\$ 100 miles				1 50 5				No.				6588	
	<u> </u>	134		1 2 3		2 2 2		- A 5	8 0				a CER	
	- Fo	2 5 5	5.5	185		12.2			7 5		6 4 2 9			
		E 50 ;		700	-	W W		1 1 5		1,23	E 12 201			
	9	1 4	1 3 7		1 5 8	高声音	1 单 高重	15 夏 8	W 5.	1 = =			医复复虫	
		10 1	200			8 77 8 7			13 13	4-5			2435	
				- 5 Tex 1	5 5 5	18 Buz-	4 4 8 6		12			22 2 2		
	- 100		35 %	8.8	F 6 9	2000年		5 5 5					5 5 2	
	2.3	194	0.1				1 2 2 8						2 7 8	
Request	ed by:							Submitted b	y:				Property of the Control of the Contr	
Department Chair/Institute Director/Department Representative								Department/Institute Representative Offering Course						
	Received from the	Reques	sting Unit			E 器 方面	Rece	ived from the	e Offerir	ng Unit:				