



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 * P.O. Box 161, Diliman, QC 1101 * email: our@upd.edu.ph

28 May 2019

OUR Memorandum No. MTTP 2019-13

To: College Secretaries & Graduate Program Coordinators

From:


MA. THERESA T. PAYONGAYONG, PhD
University Registrar

Subject: Reminders for Midyear Term 2019 Registration

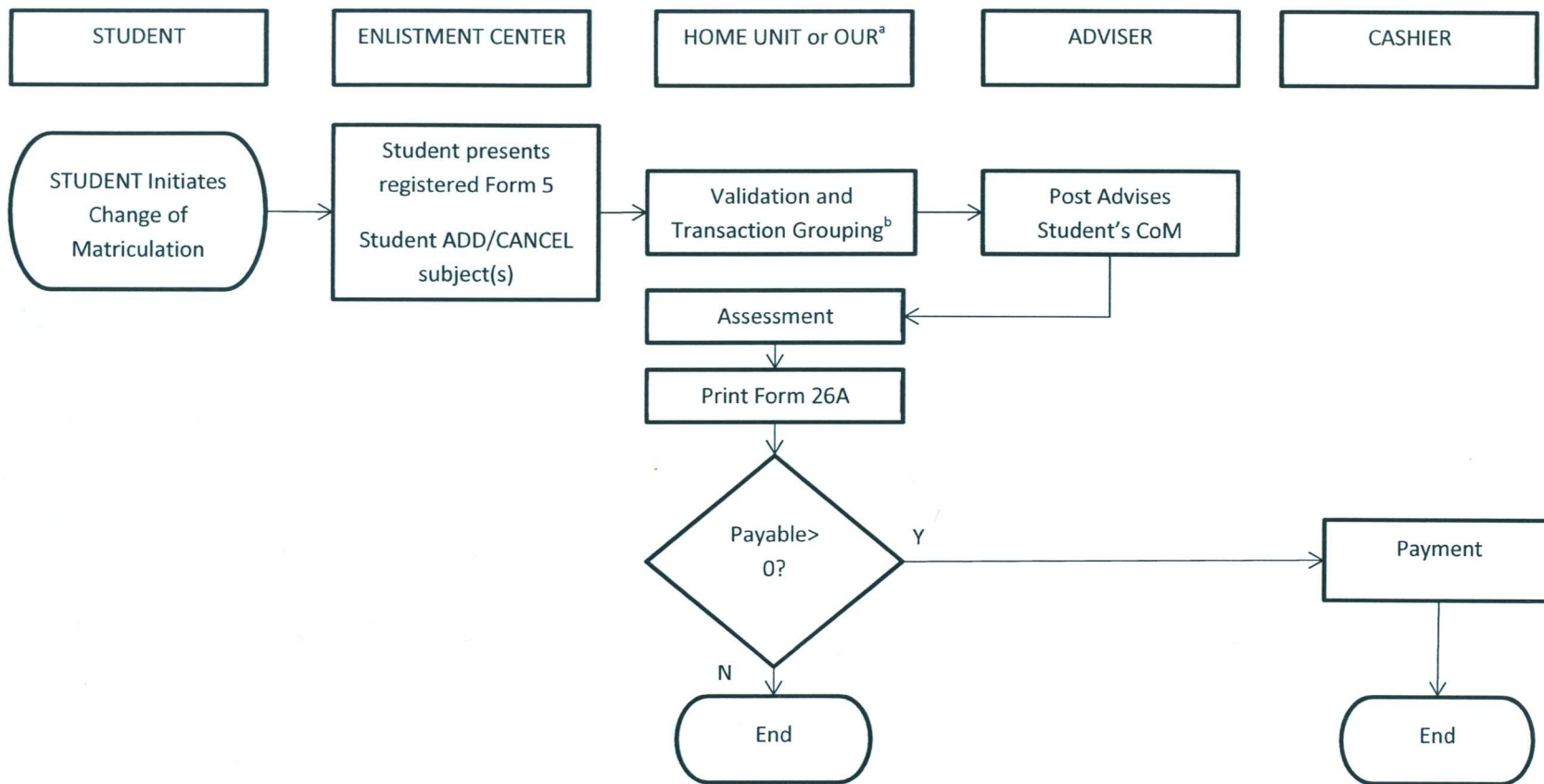
Please be reminded that Midyear Term (MYT) 2019 Registration will be on 03-04 June 2019. The registration process will still be the same, except for the following:

- a. NO VALIDATION – Per College Secretaries and Graduate Program Coordinators (CS & GPC) meeting on 29 March 2019, it has been decided that enlistment validation will no longer be part of the registration process.
- b. CHANGE OF MATRICULATION (CoM) ONLINE POST-ADVISING - Per College Secretaries and Graduate Program Coordinators (CS & GPC) meeting on 08 February 2019, it has been resolved that online post-advising of student's CoM will be implemented. (Please see attached CoM flowchart starting MYT 2019). The CoM online post-advising ensures that advisers get to check students' cancellation/addition of courses against the program's curriculum checklist. This will also prevent students from unauthorized taking of courses outside the curriculum, overloading and/or underloading.

For your information and guidance.

Dylene/OUR2019

CHANGE OF MATRICULATION* FLOWCHART STARTING MIDYEAR 2019



* ONLY students who are officially registered may process a Change of Matriculation (CoM).

^a Students with scholarships must have their Change of Mat transactions assessed at the OUR.

^b Classes obtained/cancelled may be grouped in one CoM form maximum of four(4) transactions per form. CoM validation is different from Enlistment Validation.