27 January 2020

OUR Memorandum No. MTTP 2020-03

To: COLLEGE SECRETARIES

From:

MA. THERESA T. PAYONGAYONG, PhD
University Registrar

Subject: **CRS Curriculum Checklist Module**

Kindly remind your Student Records Evaluators (SREs) and Student Credit Evaluators (SCEs) of their task to verify the correctness and accuracy of the crediting of students' completed courses as specified in their curriculum through the Curriculum Checklist Module on CRS. Aside from the usual evaluation process that SREs and SCEs currently use, please instruct them to use the module to evaluate the records of students who are graduating this second semester in order to verify the module's correctness and accuracy.

To report inaccuracies or for clarification on any other issues, you may send an email to support@crs.upd.edu.ph.

Once the verification is completed, the module will be made accessible to students so they may be able to review and/or asses their progress in their respective degree programs.

Kindly conduct the verification process until 15 February 2020. Attached are additional instructions on the use of the Curriculum Checklist module.

Thank you.

cc: Deans

Dylene/OUR2020

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

Curriculum Checklist Features

- Viewing of the checklist
  - courses credited to the curriculum schedule items, courses credited to bridge programs (when applicable), the computed WAG, the number of units credited for the WAG, the number of units still unsatisfied
  - with option to view or hide the details of the credited items
  - with option to highlight the unsatisfied requirements
- Alternate View of courses credited by Course Group
  - for easier sorting of courses by course group instead of by the prescribed curriculum schedule

Curriculum Checklist Features (2)

- Printing of the checklist in Course Group view
- Manual uncrediting of auto-credited courses
  - manually uncredited courses are listed at the bottom of the screen
- Manual crediting of uncredited courses
  - manually credited courses are indicated by a red **star symbol**
- Listing of the student's academic load per semester
  - semesters with "possible underloading" are indicated by a caution symbol (triangle with exclamation point)

Curriculum Checklist Features (3)

- Uncrediting of **all** auto-credited courses (through the "Clear Credits" button)

- Re-execution of the auto-crediting (through the "Credit Courses" button)

- Tagging/untagging of student's status with regards to the preconditional items in the curriculum

  - for curricula with preconditions (e.g., BS AppPhys curriculum requires Math 11 APE)

  - students who satisfy the preconditions will have a slightly different curriculum schedule than those who don't

Before Doing Manual Crediting/Uncrediting

- Make sure that the course to be credited is a valid substitute for the course or will not violate the definition of the course group indicated in the curriculum schedule item

- Make sure the crediting/uncrediting will not violate the footnote rules

- Make sure the crediting/uncrediting will not violate the rules as indicated in the General Catologue

Possible Causes of Auto Crediting Mistakes

- Student may not be assigned to the correct curriculum
  - check the **Curriculum followed** specified at the top of the check list
- Credit units associated with an item in the curriculum schedule may not be correct
- Definition of scheduled course groups may not be accurate
  - use the **Curriculum Schedule** module to view the course group definitions
- Footnote rules may not be accurate
  - check the definition of the footnote rules