



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

19 February 2020

OUR Memorandum No. MTTP 2020-07

To: COLLEGE SECRETARIES

From:

  
MA. THERESA T. PAYONGAYONG, PhD  
University Registrar

**Subject: CRS Curriculum Checklist Module**

Please facilitate the accomplishment of the attached form for the Curriculum Checklist Module verification until 15 March 2020.

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

Thank you.

cc: Deans

Dylene/OUR2020

## CURRICULUM CHECKLIST MODULE VERIFICATION

College/School): \_\_\_\_\_

### For the College SRE/SCE:

1. I have verified the correctness and accuracy of the crediting of students' completed courses as specified in their curriculum through the Curriculum Checklist Module on CRS.
2. I have used the module to evaluate the records of students who are graduating this second semester 2019-2020 in order to verify the module's correctness and accuracy.
3. I have reported inaccuracies and/or made clarifications on issues encountered, if any, during the checking and verification period.
4. I have checked and verified the corrections made, if any, in relation to number 3 above.

\_\_\_\_\_  
Signature over Printed Name of SRE/SCE

Attested by:

\_\_\_\_\_  
College Secretary

### For the Offering Unit:

1. I have verified the correctness and accuracy of the \_\_\_\_\_ in the Curriculum Checklist Module on CRS.  
(Degree Program)
1. I have reported inaccuracies and/or made clarifications on issues encountered, if any, during the checking and verification period.
2. I have checked and verified the corrections made, if any, in relation to number 2 above.

\_\_\_\_\_  
Signature over Printed Name of  
Department Chair/Institute Director

*Note: Please reproduce if verification is for more than one (1) degree program. Thank you.*



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27 January 2020

OUR Memorandum No. MTTP 2020-03

To: COLLEGE SECRETARIES

From:

  
M.A. THORESA 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](mailto: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 assess 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



# Student's Curriculum Checklist (SRE View)



# 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 Catalogue



## 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





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21 October 2019

OUR Memorandum No. MTTP 2019-23

To: COLLEGE SECRETARIES

From:

  
MA THERESA T. PAYONGAYONG, PhD  
University Registrar

Subject: CRS Curriculum Schedule

This is to remind the College Secretaries, Student Records Evaluators (SREs), and Student Credit Evaluators (SCEs) of their task to verify the correctness and accuracy of the encoded curriculum schedule in connection with the deployment of the Curriculum Checklist Module on CRS. Please make sure that offering units (departments, institutes) are consulted in the verification process. Once the verification is completed, the module will be made accessible to students so they may be able to review and/or assess their progress in their respective degree programs.

Kindly conduct the verification process until 31 October 2019. Attached are instructions on how to verify the correctness and accuracy of the encoded curriculum schedule for your guidance.

Thank you.

cc: Deans

Dylene/OUR2019



# Curriculum Modules Orientation For Student Records Evaluators



# Objectives of Curriculum Modules Development

## **For the Student**

- to assist students in selecting courses during preenlistment/enlistment
- to assist shifting students in deciding which program to take to maximize completed courses

## **For the Adviser**

- to facilitate advising and minimize advising errors

## **For the Academic Unit**

- to predict demand for courses for each term



# Objectives of Curriculum Modules Development (2)

## **For the SRE**

- to facilitate evaluation for candidates for graduation
- to facilitate subject crediting/substitution for shiftees, transferees, students who enrolled in exchange programs or cross-registered outside of UP Diliman
- to be able to compute WAG for retention and recommendation for graduation with honors
- to facilitate generation of accurate reports for academic ineligibilities (using retention criteria)



# Curriculum Modules And Facilities



# Curriculum and Course Management

- Curriculum Schedule
- Retention Rules
  - university rules, unit rules, curriculum rules
  - criteria for different statuses: good standing, probationary, warning, for dismissal
- Course Prerequisites
- Seasonal Offering of Courses



# Advising

- Plan of Study
- System-Assisted Pre-Advising
- Batch Post-Advising
  - for those who have no deviations from curriculum, plan of study, pre-advising



# Course and Non-Course Requirements Crediting

- Course Crediting for APE, PEPE, IBE
- Course Crediting (Advance Credits and from Cross-Registration) for Equivalent Ges
- Course Crediting (Advance Credits and from Cross-Registration/Exchange Program) for other courses creditable to the curriculum
- Crediting of Non-Course Requirements



# Facilities for Students

- Automated Advising
  - for Preenlistment/Real-time Enlistment
- Curriculum Checklist
  - student's curriculum schedule (mapping of completed courses against required courses), plan of study
- Student Retention Status
  - all rules applicable to student, student's violations, student's current status



# Reports

- Academic Delinquencies
  - for tagging of ineligibilities, MRR
- Graduating Students
  - for tagging of preenlistment/enlistment priority
  - list of candidates for graduation (with honors garnered based on WAG)
- Subject Demand Reports
  - for Majors and Service courses based on different curricula (with considerations for failure rates of course in question and passing rates of prerequisite courses)



# Curriculum Verification



## Definition of Terms Used

- **Curriculum Schedule** - the prescribed schedule for taking of courses and other requirements in a curriculum
- **Course Group** - a set of courses defined that allows the student to choose, from among the members of the set, the course to take to satisfy a curriculum requirement (e.g., Math Electives)



## Definition of Terms Used (2)

- **Scheduled Course Group Requirement** - a course group that is an item in the Curriculum Schedule
- **Combination Course Group** - a course group defined by combining different course groups (e.g., NSTP Courses = CWTS + LTS + ROTC)
- **Component Course Group** - a member of the combined course groups in a Combination Course Group



## Definition of Terms Used (3)

- **Pre-condition** - a pre-admission condition of the student that would require the student to take more (or less) requirements than those that are normally part of the curriculum
- **Non-Course Requirements** - curriculum requirements that are not enrolled courses (e.g., Plant Practice)



## Definition of Terms Used (4)

- **Special Restrictions (Footnote Rules)**
  - additional restrictions imposed on Scheduled Course Group Requirements (e.g., 'Courses taken to satisfy the requirements for the scheduled course group NSTP must all belong to a single component course group.');
  - the specifications from these restrictions will be the basis for the automated crediting of courses taken to the Curriculum Schedule items



# Curriculum Schedule Verification

- Check the accuracy of the **Curriculum label** and the **Total Units** for the entire curriculum
- Check the schedule entries for each term
  - the label for each entry
  - the subject/course group associated with each
  - the credit units associated with each
  - whether a non-credit course (e.g., PE, NSTP)
  - entries with superscript and the associated footnotes



## Curriculum Schedule Verification (2)

- Check the preconditions
  - the condition defined
  - the items to be excluded when the condition is satisfied
  - the items to be added when the condition is satisfied
  - how the precondition affects the schedule for each term
- Check the **Total Units** for each term
- Check the non-course requirement items



# Course Group Verification

- Check the correctness of the associated course group
- View the list of subjects of the Scheduled Course Group
- View the Course Group Definition
  - check the accuracy of the definition of the course group (e.g., course no. 100-199 with course name “Anthro”)
  - for Fixed Set course groups, check the individual member subjects
  - for those with Component Course Groups, check the definition of each (view the subject list to verify correctness)



# Footnote Rules Verification

- Check the **Scheduled Course Group** pertained to in the footnote rule
- Check the accuracy of the details of the rule (e.g., min units, “SAME course name”, “ONLY ONE of...”, etc.)
- View the Course Group Definition of the other course groups mentioned in the rule



# Student's Curriculum Checklist (SRE View)



# Curriculum Checklist Features

- Viewing of courses credited to the curriculum schedule items
- Manual uncrediting of auto-credited courses
- Manual crediting of uncredited courses
- Highlighting of unsatisfied requirements
- Viewing of courses credited by Course Group



# 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 Catalogue



# 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