



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar


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24 January 2024

Memorandum No. OUR-RQB-2024-04

TO: Registration Advisers

THROUGH: College Secretaries and Graduate Program Coordinators

FROM: 
ROWENA QUINTO-BAILON, PhD
University Registrar

SUBJECT: Second Semester, AY 2023 – 2024 Registration Reminders

In light of the forthcoming registration for the Second Semester of the Academic Year 2023 – 2024, all Registration Advisers are requested to ensure that students have taken the prerequisite/s of the courses they intend to enroll in.

Curricular programs are constantly being revised, and some courses may have changed their prerequisites. In this regard, please make sure to follow the most updated curricular programs offered by your Department, as approved by the Board of Regents through the Office of the President. If your students are intending to enroll in courses offered by other units, please cross-check with the offering Departments about the prerequisite/s.

If necessary, please request students to secure *Consent of Instructor (COI)* from the faculty-in-charge (FIC) of a course where prerequisite/s may be waived. It is highly recommended to post-advise students only after they submit the COI form signed by the FIC and the unit's Department Chair. Email correspondence with the FIC may suffice during the registration period but the official COI form must be secured before the semester ends. Please note that as registration advisers, it is your duty to verify that COI is stipulated as a prerequisite in the courses the students wish to enlist.

Finally, it is important to post-advise your students on time. The post-advisement is one of the major requirements needed for our University to obligate the Commission on Higher Education (CHED) to remunerate our allocation or share from the Republic Act 10931 or the Universal Access to Quality Tertiary Education Act.

The reminders stipulated in this memorandum are important to prevent misadvising, which may lead to major concerns during the application for graduation. The Office of the University Registrar welcomes inquiries about registration. However, the SREs from your respective home units are also equipped with the necessary tools to answer matters regarding registration.

Thank you very much for your cooperation.