

February 25, 2015

TO : **ALL CONCERNED STUDENTS**

FROM: **MARIA VANESSA LUSUNG-OYZON, College Secretary**

SUBJECT:

**FILING FOR APPLICATION FOR READMISSION
FILING FOR APPLICATION FOR EXTENSION OF
RESIDENCE**

*All concerned students are urged to attend to this matter **NOW**. Failure to meet the deadline for the submission of requests will render you **ineligible to enroll starting MIDYEAR 2015 AND FIRST SEMESTER 2015-2016**. Non-enrollment will necessitate filing a leave of absence which will further delay your progress. Worse, your program may lapse and you lose the chance to receive your degree.*

*Read the following instructions very carefully and be guided accordingly. **SUBMIT** your requests **NOW** to **AVOID** the hassles of last minute filing.*

All requests should be done (and will be acted upon) only during the period set by the UP College of Education.

Please be informed that the Office of the College Secretary will continue to receive applications for **(1) readmission from LoA / AWoL and (2) extension of residence meant to take effect:**

A. MIDYEAR 2015 only until MARCH 27, 2015 (FRIDAY)

OR

B. FIRST SEMESTER AY 2105-2016 only until the APRIL 17, 2015 (FRIDAY).

Students who belong to any of the following categories are strongly advised to attend to this matter as soon as possible lest they lose their chance to enroll in **MIDYEAR 2015 OR FIRST SEMESTER 2015-2016** .

CATEGORY 1: Those who are reaching the end of their regular period of residence at the end of
A. **MIDYEAR 2015**
B. **SECOND SEMESTER AY 2014-2015**

CATEGORY 1A: MAEd students who began their program
A. **SUMMER 2010**
B. **FIRST SEMESTER 2010-2011**

CATEGORY 1B: PhDEd students whose area of specialization in their MA is related to their PhD specialization and were admitted
A. **SUMMER 2009**
B. **FIRST SEMESTER 2009-2010**

CATEGORY 1C: PhDEd students whose area of specialization in their MA is not related to their PhD specialization and were admitted

- A. SUMMER 2007**
- B. FIRST SEMESTER 2007-2008**

CATEGORY 2: Those with previously approved extensions expiring **at the end of SECOND SEMESTER 2014-2015**

NOTE: *As a way of instilling discipline among its students---the UP College of Education upholds the University MRR rule-- IN NO CASE SHALL THE EXTENSION EXCEED MORE THAN FIVE (5) YEARS. The College shall not endorse requests beyond what the University Rules normally allow. Therefore, students who had earlier been granted five (5) extensions are no longer eligible to apply.*

CATEGORY 3: Undergraduate students whose **STUDENT NUMBER BEGINS WITH 2009** and who would have been in the university for six (6) years by the end of **SECOND semester AY 2014-2015** yet have not complied with all the graduation requirements.

Kindly **SUBMIT THE FOLLOWING DOCUMENTS** to the Office of the College Secretary (OCSec) **DURING**

OFFICE HOURS (MONDAY TO FRIDAY, 8 AM UNTIL 5:45 PM) on or before

A. MARCH 27, 2015 (FOR MIDYEAR READMISSION AND ENROLLMENT)

OR

B. APRIL 17, 2015 (FOR FIRST SEM 2015-2016 ENROLLMENT)

1. **Letter of request** for readmission (from LoA /AWoL) and /or extension of residence **ENDORSED by your Program Adviser and the Division Chair.**
2. **Accomplished program of study (P.O.S.) certified correct by your Program Adviser.**
3. **Most recent TCG or CRS-generated report of grades**
4. **For Category 2 students: Photocopy of the most recently approved request for extension**
5. **For Category 1A, 1B, 1C and 3 students: Timetable of activities specifying tasks to be accomplished within the requested extension period signed by your Program Adviser.**

OR

Timetable of activities specifying tasks accomplished during the previous extension period as well as tasks to be accomplished within the newly requested extension period signed by your Program Adviser.

ACT NOW!

NOTE: **STUDENTS WHO WILL APPLY DURING THE REGISTRATION PERIOD WILL NOT BE ENTERTAINED.** The efficiency and integrity of the UPCEd-OCSec is compromised when we do not comply with the guidelines and standards set beforehand. ***Let us practice self-discipline at all times.***

THANK YOU VERY MUCH FOR YOUR USUAL
COOPERATION!