

## UNIVERSITY OF THE PHILIPPINES COLLEGE OF EDUCATION

### UPCED STUDENT REGISTRATION GUIDE

The registration process can be done via the Computerized Registration System (CRS). For more information about our registration processes, you may also refer to the Office of the University Registrar (OUR) website for the flowcharts: <https://our.upd.edu.ph/flowchart.php>

#### A. THE REGISTRATION PROCESS:

All students at UPCEd should start the enlistment process by consulting with their Program Adviser for preadvising. To prepare for the preadvising session, a student can check their Program of Study (PoS) and peruse the list of courses available via the CRS Regular Classes tab.

1. **PREADVISING.** The CRS Online Advising Module is now available via our Student Accounts. There are two ways to have your Program Adviser's preadvising reflected. One is having your Adviser's Remarks on the Student's academic load and instructions; and the other is for your Adviser to add course to the "Advised Courses" section.
2. **AVAILABLE COURSES:** For course offerings check the CRS tab, "Regular Classes" found at the bottom portion of the CRS Homepage. This link summarizes all courses offered by the UP College of Education [UP CRS - Schedule of Classes \(upd.edu.ph\)](https://upd.edu.ph)
3. **ENLISTMENT IN COURSES** can be done via the following options:
  - a. **THE PRE-ENLISTMENT PROCESS** allows a student eligible to enroll to line up for desired classes online. It is composed of two Batch Runs, wherein at the end of a batch run, a student will know if they got pre-enlisted into their desired class. The OUR's CRS Team is in-charge of the pre-enlistment process. It is also in-charge of the General Waitlisting Period.
  - b. **DEPARTMENTAL WAITLISTNG PERIOD:** The College manages enlistment during this period. You can waitlist into courses via your CRS account to courses that have the Waitlist Option.
  - c. **COURSE INSTRUCTOR'S PREROGATIVE.** If a class is full, or not available to you, you may appeal for the course instructor for a slot. As it is an appeal, it is not always granted. Remember, it is the course instructor's prerogative to overbook their class.
  - d. **EACH COLLEGE WILL HAVE THEIR OWN PROCEDURES FOR ENLISTING IN THEIR COURSE OFFERINGS.** Please be resourceful and inquire at the offering unit or college.

#### ENLISTMENT AT THE COLLEGE OF EDUCATION:

Please refer to the following registration email addresses for specific course enlistment concerns.

## OSEC EMAIL ADDRESSES FOR REGISTRATION PURPOSES

OSEC Registration Email Address	Purpose	Procedure
<a href="mailto:ced.addenlist@gmail.com">ced.addenlist@gmail.com</a>	Enlistment into a course with available slots based on the CRS data.	Ask <b>the student</b> to email the course details and their full name and student number. <b>or</b> The <b>course instructor*</b> may also email a list of students to enlist in his/her class, with their names, student numbers, and desired section.
<a href="mailto:ced.overbooking@gmail.com">ced.overbooking@gmail.com</a>	Enlistment requests for classes with <b>no more</b> available slots based on the CRS data.	The <b>course instructor*</b> will email the name of the student, student number and course details.  If the student emails this request, then the course instructor must be cc'd in the email so that they can confirm this overbooking. The only requests that can be granted are those allowed by the course instructor*.
<a href="mailto:educ.res300400@gmail.com">educ.res300400@gmail.com</a>	Enlistment in EDUC 300/400, or  Requests for filing of residence Indicate if you are filing for "residence with library use" (or without).	Ask <b>the student</b> to email the request with their: <ol style="list-style-type: none"> <li>1. full name,</li> <li>2. student number,</li> <li>3. proof of their Program Adviser's preadvising (e.g., email, screenshot of Adviser's Remarks on Form 5A), and/or</li> <li>4. Program of Study (<i>for those enlisting in EDUC 300/400</i>)</li> </ol>

\***course instructor** or in some cases (e.g., such as when the course instructor is a lecturer), the Cluster or Area Coordinator.

**In case you are having problems in enlistment, please remember to reach out to your Program Adviser and the Registration Assistants' HELPDESK [ced.regassts@gmail.com](mailto:ced.regassts@gmail.com) to guide you through the process.**

4. **FILING FOR RESIDENCE:** The OSec needs to verify student records before granting Residence (with or without library use). We request that residence be filed at the latest, two weeks before the last day of classes.

**Only the following are allowed to file for residence:**

- a. Students who incurred INCs from the previous two semesters. All INCs can only be completed within the one-year grace period.
- b. Students continuing their EDUC 300/400 work, and
- c. Students who are taking the Doctoral Comprehensive Examinations on the current semester.

Note that as per OUR Memorandum No. MVPLO 2023-01, the approved harmonized Residence fee is Php 200.00 and Library Fees are Php1,200 (OVPA Memo 2022-163).

5. **ENLISTMENT IN EDUC 300/EDUC 400:** The OSec needs to verify student records before enlisting them in EDUC 300 or EDUC 400. Processing requests for enlistment in these courses start on **the first day of enrollment**. Enlistment requests will be entertained/processed through email (as the student's records still need to be evaluated).
6. **LOCKING ENLISTMENT:** Lock your enlistment when you are satisfied with the courses that are listed under "Enlisted Courses".

**Note:** **All Undergraduate Students who avail of Free Tuition must** lock their enlistment on the last day of Registration. Please choose the option to proceed to Assessment if you are availing of Free Tuition.

You may use the "Change of Matriculation" module if you still want to add or cancel courses until The last day of Change Mat processing (kindly refer to the UPD Academic Calendar). (Note: The process of Change Mat is not only for the UG students.)

7. **POSTADVISING:** You are automatically queued in the "List of Students for Postadvising" when you lock your enlistment. **Please doublecheck your enlisted classes before you lock your enlistment.**
8. **ASSESSMENT:** The Assessor's CRS Module will only be opened on the first day of registration. This means that even if your Program Adviser post advises you at an earlier date, Assessment will only be done according to the schedule on the Registration Days.
9. **PAYMENT:** These are our payment options:
  - a. Payment via GCash:  
- <https://our.upd.edu.ph/files/GCASH-Payment-Steps.pdf>
  - b. Payment using Landbank Linkbiz.  
- [LANDBANK ONLINE PAYMENT \(upd.edu.ph\)](https://landbankonlinepayment.upd.edu.ph)
  - c. Face-to-Face Payment Transaction. [\(20+\) UPD Cash Office - Our office now accepts CASH PAYMENT, no need to... | Facebook](https://www.facebook.com/dilimancashoffice/)

For more information, visit the UP Diliman Cash Office FB page:

<https://www.facebook.com/dilimancashoffice/>

**B. WITHDRAWAL OF ENLISTMENT (For Those Not Pursuing their Registration)**

**Kindly check the deadline at the UPD Academic Calendar**

- Students MUST file for WITHDRAWAL OF ENLISTMENT if they have been granted classes during the preenlistment and/or regular enlistment period but have decided NOT TO PUSH THROUGH

with their enrolment.

- To process online: Students should go to the VIEW MODE of the [STUDENT REGISTRATION] MODULE of their CRS Account and click the button "Withdraw Enlisted Classes."
  - The Withdrawal of Enlistment CANCELS ALL CLASSES GRANTED during preenlistment and/or regular enlistment and cannot be undone.
  - Failure to cancel enlistment by this date means that students intend to pursue their enrolment, which means that:
    - they are EXPECTED TO PAY THE MATRICULATION FEES covering all these classes. Failure to do this will result in ACCOUNTABILITY for students. Students with an accountability will be tagged as INELIGIBLE TO ENROL in the next term; and
    - they WILL BE GIVEN GRADES FOR ALL THE CLASSES, whether or not these have been paid.
  - Please be reminded that failure to withdraw enlistment in classes prevents other students from enrolling in those classes. It is for this reason that [students] are made accountable for their enlistment in these classes. (Memorandum No. MRC15-11)

#### **C. CHANGE OF MATRICULATION:**

1. Please be guided by this flowchart: <https://our.upd.edu.ph/files/announce/newcom.pdf>
2. The student contacts the Office of the College Secretary ([edacenrollment.updiliman@up.edu.ph](mailto:edacenrollment.updiliman@up.edu.ph)) for Change of Matriculation (CoM). Send the email with subject line: Change of Matriculation with student's name, student number, and course to be added/cancelled.
3. The OSec enlists/cancels the student from the class.
4. The student contacts his/her adviser for post advising.
5. The adviser acts on the CoM request through the Change of Matriculation Module/Advising for Change of Mat.
6. The OSec assesses the student through the Change of Matriculation Assessment Module.
7. If the student does not need to pay, the process ends here. If the student needs to pay, s/he generates the payment slip through the "Settlement of Accountability Module." The student pays the CoM fee.

#### **D. OTHER REMINDERS:**

1. **DEADLINE for FILING of APPLICATION for GRADUATION is at the UPCED Academic Calendar.**  
For more information, please visit <https://educ.upd.edu.ph/application-for-graduation-college-clearance/>.
2. **LAST DAY FOR FILING OF APPLICATION FOR DOCTORAL COMPREHENSIVE EXAMINATIONS (check UPCED Academic Calendar).**
3. **Students who have unsettled academic delinquencies are not allowed to enlist additional**

**classes, have their enlistment locked, and proceed to payment.** Academic delinquencies must be settled first before they can proceed with their registration. **Students with accountabilities may still enlist additional classes and lock/validate their enlistment; however, they cannot be assessed until they settle their accountabilities.**

To find out how to settle their academic delinquencies and/or accountabilities, contact the office(s) indicated in the "To be settled at" column in their delinquencies tab. They must contact directly the unit(s)/office(s) that tagged them as delinquent and/or accountable to settle such delinquencies/accountabilities (from <https://crs.upd.edu.ph/>).

### **Only for the Undergraduate (UG) Students**

4. **JUSTIFICATION FOR UNDERLOADING:** All UG students who intend to take less than 15 units this semester need to submit a written justification for underloading. It is a letter addressed to The College Secretary and endorsed by their Program Adviser and the Chairperson for the Division of Curriculum and Instruction (DCI). Supporting documents for their reason must be submitted during the semester the underloading happens.

Underloading among UG students must be justified and supported by pertinent documents.

- For health reasons, medical certificate confirmed by the University Health Service
- For unavailability of subjects, adviser's certification and copy of the schedule of classes
- For employment, copy of payroll and appointment papers indicating, among others, the duration of employment

**The document/s must be sworn to and must be submitted during the semester of underloading.**

Aside from the justification letter and supporting documents submitted to [educosec.updiliman@up.edu.ph](mailto:educosec.updiliman@up.edu.ph), the student will also signify their underload via the CRS Underload module. This process entails the endorsement of their Program Adviser and later acknowledgement by the College Secretary (done upon submission of the justification). This process, when completed allows the OSec to generate a CRS report about the underload.

Do note that the UG student is also considered overloaded when they drop a course during the semester. A written justification for this underload still needs to be submitted with supporting documents within the semester the underload happens.

4. **PERMISSION TO OVERLOAD:** A written request to overload is necessary as this is deliberated by the Undergraduate Student Admission, Program and Welfare (USAPAW) Committee on the 3<sup>rd</sup> Day of Registration. For the BEEd and BSEd program, this would be the intent to take 24 units. This requires the endorsement of the Program Adviser and the DCI Chair.

