



UNIVERSITY OF THE PHILIPPINES DILIMAN  
OFFICE OF THE UNIVERSITY REGISTRAR

# ADMISSION GUIDE INCOMING FRESHMEN

**FIRST SEMESTER  
ACADEMIC YEAR 2017-2018**



# CONTENTS

Important Dates to Remember	2
Specific Information for Qualifiers	3
Special Examinations	3
Enrolment Information	5
Registration Procedure	6
Schedule of Advance Registration for Colleges/Units	7
Reply Slip	9
List of Degree Program with Available Slots	10
Rules on Scholastic Standing	11
Honorific Scholarships	12
Graduation with Honors	13
UP Diliman Map	15



## IMPORTANT DATES TO REMEMBER

<b>March 6 to March 24, 2017</b>	<p>Schedule of confirmation for qualified applicants to UP Diliman <i>Confirmation can be processed through:</i></p> <p><b>CRS</b> website: <a href="http://freshman.up.edu.ph">http://freshman.up.edu.ph</a> Enter your student number and 5-digit PIN from your UPCAT Notice of Admission</p> <p><b>FAX</b> reply slip (see page number 9) to the Office of the University Registrar (OUR) (632)927-60-84</p> <p><b>MAIL</b> reply slip to the Office of the University Registrar, University of the Philippines, Diliman 1101 Quezon City</p> <p><b>VISIT</b> the OUR in person: Admission and Registration Division, Office of the University Registrar, University of the Philippines, Diliman 1101 Quezon City (see map on page 15)</p>
<b>March 24, 2017</b>	Deadline for confirmation
<b>March 27 to April 16, 2017</b>	Login and application for Socialized Tuition
<b>March 1 to June 30, 2017</b>	Physical-Medical check up at the UP Health Service (present your notice of admission and accomplished medical forms.)
<b>March 30, 2017</b>	Release of List of UPD Qualifiers who confirmed
<b>June 1 to June 25, 2017</b>	Online pre-enlistment for subjects (pre-enlistment allowed once admitted to a degree program)
<b>July 3 to July 4, 2017</b>	Advance registration for new freshmen (proceed directly to your colleges, see pages 7 and 8 for corresponding schedule)
<b>July 5, 2017</b>	Freshmen Orientation Program, 1:00 p.m. - 5:00 p.m. Cine Adarna, UP Film Institute Magsaysay Ave. and Osmeña Ave., UP Diliman, Q.C.
<b>August 1, 2017</b>	Regular registration for freshmen unable to enrol during the advance registration
<b>August 7, 2017</b>	Start of classes and Freshmen Welcome Assembly

## SPECIFIC INFORMATION FOR QUALIFIERS

### Qualifiers to the B Fine Arts and B Music programs

#### A. B Fine Arts

1. Talent Determination Test (TDT) Required for ALL applicants  
Application Period: February 6 to March 27, 2017 12:00 noon  
Visit the College Secretary's Office before specified date.  
Applicant to bring coloring medium of his/her choice except oil or textile paint. Paper will be provided.
2. Examination Schedule:  
Saturday, April 1, 2017, 8:00 a.m. - 12:00 noon (see map on page 15)  
BFA Art History and Art Education  
Examinee must bring black / blue ball point pen or technical point pen  
Examination paper will be provided.  
Application Requirements:  
\* UP Admission Notice  
\*Three (3) pieces 1.5 x 1.5 inch ID photos  
RESULTS: Friday, April 28, 2017 1:00 p.m.

#### B. B Music

1. Theory Examination  
Saturday, April 01, 2017  
9:00 a.m. - 12:00 noon  
Abelardo Hall Auditorium  
UPCAT Qualifiers are to call the College Secretary's Office (632) 9818500 local 2627
2. Talent Audition  
Saturday, April 08, 2017  
See posters for date, time schedule and room assignment at the  
College Secretary's Office, College of Music  
(see map on page 15)  
RESULTS: Thursday, April 20, 2017  
9:00 a.m. on the College Secretary's Bulletin Board

## SPECIAL EXAMINATIONS

#### I. Advance Placement Examination (APE)

The APE may be taken by new freshmen who gained advance knowledge in Mathematics. Those who pass the APE will be given credit for corresponding subjects in their academic programs:

- \* **Math 11 (College Algebra) and Math 14 (Plane Trigonometry) for non BS Math**
- \* **Math 60 (Precalculus) for BS Math only**

For details on the APE, contact the College Secretary's Office, College of Science (632) 9818500 local 3816 and look for Ms. Janeth Mabaquiao.

You may also call the Institute of Mathematics at (632) 9818500 local 3861 or 9201009 and look for Ms. Guey Ruiz.

Application period:

June 1 to 21, 2017, 8:00 a.m. - 5:00 p.m.

Office of the College Secretary

College of Science, 2F New Administration Building

National Science Complex, UP Campus, Diliman, Q.C.

Examination schedule:

Friday, June 23, 2017

9:00 a.m. - 11:00 a.m. (Math 11)

9:00 a.m.- 12:00 noon (Math 60)

2:00 p.m.- 4:00 p.m. (Math 14)

Exam Venue: 3F Mathematics Building

CP Garcia Avenue, UP Campus, Diliman, Q.C.

### **APE in Chem16 (General Chemistry I)**

Application period :

June 1 to 19, 2017

Director's Office

Institute of Chemistry

College of Science, 1F Teaching Building

College of Science, UP Campus, Diliman, Q.C.

Application Requirements:

\*UP Admission Notice

\*Certified photocopy of F137 (1st to 3rd year) or F138 (1st to 3rd year)

\*Two (2) recent 2x2 pictures of the student

\*Valid photo identification card with signature of student

Examination Schedule:

Written Examination on Tuesday, 20 June 2017, 9:00 - 11:00 a.m.

Practical Examination on Thursday, 22 June 2017, 9:00-11:00 a.m.

Institute of Chemistry, Teaching Building, College of Science, UP Diliman, Q.C.

For more information, contact Ms. Jane Palacay, Institute of Chemistry,

Tel. /Fax (632) 9205427, Tel. (632) 9818500 local 3652.

(see map on page 15)

## **II. Physical Education Proficiency Exam (PEPE)**

The PEPE may be taken by applicants who are skilled in one or more sports activity. Those who pass the PEPE acquire advance units in Physical Education

Application period: May 2-5, 2017

Application Requirements:

\* UP Admission Notice

\*Two(2) pieces 1 x 1 inch photos

\*Application fee of PhP60.00

\*Exam fee of PhP60.00 per PE subject

Examination Schedule: TBA

For information, contact the College of Human Kinetics (632) 9818500 local 4130 and look for Ms. Jeng Espiritu.

## ENROLMENT INFORMATION

### I. Enrolment Privileges

A. The following are granted privileges upon submission of required documents:

1. Dependents of UP faculty and personnel—submit to the Human Resource Development Office (HRDO) approved application to Study at Reduced Fees
2. Barangay scholar  
Submit required documents:
  - PSA Birth Certificate (applicant must be a legitimate child of an incumbent barangay official and is 21 years of age and below)
  - COMELEC certification that the barangay official is duly elected
  - Certificate of incumbency of barangay official from the municipal or city mayor and attested by the local government operations officer (LGOO) assigned to the city or municipality where barangay is located

Note that all qualifiers may apply for Socialized Tuition (ST). If results are not yet available during registration period, applicant can opt to pay tuition first and have fees refunded once ST results are released.

### II. Deferment of Enrolment

1. *Deferment of enrolment is allowed for only ONE YEAR*  
New freshmen who will not enrol during first semester AY 2017-2018 need to write a letter of deferment addressed to the University Registrar.
2. The applicant however needs to confirm interest to study in UP:  
If qualified for a program, confirm slot reservation online or submit your reply slip to the OUR.

*Confirmation assures you of a course to enrol in upon return from deferment.*

### III. National Service Training Program (NSTP)

Under the 2001 NSTP Act, beginning Academic Year 2002-2003, all freshmen of all genders must take six (6) units any of the following:

- Civic Welfare Training Service (CWTS)
- Literacy Training Service (LTS)
- Reserved Officers Training Program (ROTC) of Military Science (MS)

## REGISTRATION PROCEDURE

### 1. STUDENT

*Check enrolment date for your degree program.  
See schedule of Advance Registration.*



### 2. COLLEGE

*Go to your college for:*

- Briefing of registration activities
- Form 5A issuance (with Adviser's Signature)
- Issuance of and filling in of Student Directory



### 3. OUR-ARD (Admission and Registration Division) (1ST FLOOR)

*Submit all Requirements*

- Study Permit/Student Visa (for Foreign Student)
- Original Birth Certificate (PSA)
- Two (2) passport size photos
- High School Transcript -Form 137, if available;  
(Must be in a sealed envelop with authorized signature on the flap)
- 4th Year High School Card (Form 138)
- Student Directory (2 copies)
- Form 5A with Adviser's signature
- Medical Certificate from UP Health Service
- If born abroad, submit the following:
  - Report of Birth (PSA)
  - Philippine Passport
  - Identification Certificate
- Two (2) self addressed stamped long white envelop (to be submitted at the college during the scheduled Advance Registration )



### 4. OUR CONFERENCE ROOM (3RD FLOOR)

- Confirm all subjects enlisted online
- Add/Cancel subjects
- Validation of subjects
- Assessment—Inform Assessor if with private and/or government scholarship
- Printing of Form 5
- Payment of Matriculation fees (Manager's/Cashier's Checks or Debit cards are also accepted)
- Student checks if Form 5 (student's copy) has the Cash Machine Validation



### 5. 1ST FLOOR—OUR LOBBY

*Get Photo ID Schedule from the Registration Assistant*

## SCHEDULE OF ADVANCE REGISTRATION FOR COLLEGES/UNITS

*First Semester AY 2017-2018 (July 3 and 4, 2017)*

### **DAILY SCHEDULE**

**8:00 AM—10:00 AM**

#### **COLLEGE BRIEFING**

\* The preliminary Registration Form (Form 5A) indicating the subjects and schedules in which you pre-enlisted will be distributed. Attendance is required.

**10:00 AM—5:00 PM**

#### **REGISTRATION AT THE OUR**

**8:00 AM—4:00 PM**

#### **PAYMENT AT THE OUR (3RD FLOOR)**

DATE	COLLEGE	DEGREE PROGRAMS WITH QUALIFIERS
July 3, 2017 (Monday)	<b>College of Social Sciences and Philosophy</b>	BA ANTHROPOLOGY BA HISTORY BA LINGUISTICS BA PHILOSOPHY BA POLITICAL SCIENCE BA PSYCHOLOGY BS PSYCHOLOGY BA SOCIOLOGY
	<b>College of Science</b>	BS APPLIED PHYSICS BS BIOLOGY BS CHEMISTRY BS GEOLOGY BS MATHEMATICS BS MOLECULAR BIOLOGY AND BIOTECHNOLOGY BS PHYSICS
	<b>Cesar E.A. Virata School of Business</b>	BS BUSINESS ADMINISTRATION BS BUSINESS ADMINISTRATION AND ACCOUNTANCY
	<b>Asian Institute of Tourism</b>	BS TOURISM
	<b>College of Music</b>	B MUSIC
	<b>College of Education</b>	B ELEMENTARY EDUCATION



DATE	COLLEGE	DEGREE PROGRAMS WITH QUALIFIERS
July 4, 2017 (Tuesday)	<b>College of Social Work and Community Development</b>	BS COMMUNITY DEVELOPMENT
	<b>College of Fine Arts</b>	B FINE ARTS
	<b>College of Human Kinetics</b>	B SPORTS SCIENCE
	<b>School of Statistics</b>	BS STATISTICS
	<b>College of Architecture</b>	BS ARCHITECTURE B LANDSCAPE ARCHITECTURE
	<b>College of Arts &amp; Letters</b>	BA CREATIVE WRITING BA EUROPEAN LANGUAGES BA SPEECH COMMUNICATION BA THEATER ARTS BA COMPARATIVE LITERATURE BA ENGLISH STUDIES BA FILIPINO AT PANITIKAN NG PILIPINAS
	<b>College of Mass Communication</b>	BA BROADCAST COMMUNICATION BA FILM BA JOURNALISM BA COMMUNICATION RESEARCH
	<b>School of Economics</b>	BS BUSINESS ECONOMICS BS ECONOMICS
	<b>College of Engineering</b>	BS CHEMICAL ENGINEERING BS CIVIL ENGINEERING BS COMPUTER ENGINEERING BS COMPUTER SCIENCE BS ELECTRICAL ENGINEERING BS ELECTRONICS AND COMMUNICATION ENGINEERING BS INDUSTRIAL ENGINEERING BS MATERIALS ENGINEERING BS MECHANICAL ENGINEERING BS MINING ENGINEERING
	<b>College of Home Economics</b>	BS CLOTHING TECHNOLOGY BS COMMUNITY NUTRITION BS FAMILY LIFE AND CHILD DEVELOPMENT BS FOOD TECHNOLOGY BS HOTEL, RESTAURANT AND INST MGNT BS INTERIOR DESIGN

REPLY SLIP FOR QUALIFIED APPLICANTS TO UP DILIMAN

Please check one (1) per number/letter

- 1.  I will enrol in \_\_\_\_\_ 

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 the course I qualified for and which appears on my admission notice. If B FA, B Music then please answer item 2.
- 2.  For B Fine Arts, B Music qualifiers: I understand that I need to further qualify in a talent test/audition. In case I do not qualify, I wish to be considered under Degree Program with Available Slots (DPWAS). The three (3) programs I would like to enrol in, in order of my preference, are:

- 1. \_\_\_\_\_ 

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- 2. \_\_\_\_\_ 

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- 3. \_\_\_\_\_ 

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**Note: Assignment to a chosen program is not automatic.**

- 3.  I will defer my enrolment. I understand that I can defer enrolment up to one year only. Moreover, I understand that enrolment in another school during the deferment period automatically disqualifies me from entering the University as a freshman. IMPORTANT: Please see specific instruction on deferment on page 5 of your Admission Guide.
- 4.  I will NOT enrol in the University of the Philippines Diliman. I will enrol in \_\_\_\_\_  
(Name of School)

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IMPORTANT: Please check your final Degree Program assignment on **March 30, 2017** via internet (our.upd.edu.ph, crs.upd.edu.ph) or you may call us at UP trunkline (632) 9818500 local 4555/4556.

\_\_\_\_\_  
Signature Over Printed Name of Applicant

ID No. 2017 

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**Conforme:**

\_\_\_\_\_  
Signature Over Printed Name of Parent/Guardian

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cellphone No. \_\_\_\_\_

**Degree Programs with Available Slots (DPWAS)**

(Only for B FA and B M who did not qualify in a talent test/audition)

DEGREE PROGRAMS			COURSE CODE	DEGREE PROGRAMS			COURSE CODE
1	BA	Anthropology	4001	31	BA	Journalism	4016
2	BS	Applied Physics*	4129	32	B	Landscape Architecture	4121
3	BS	Architecture	4036	33	B	Library & Info Science	4122
4	BA	Art Studies	4156	34	BA	Linguistics	4017
5	BS	Biology	4038	35	BA	Malikhaing Pagsulat sa Filipino	4159
6	BA	Broadcast Communication	4141	36	BS	Materials Engineering	4188
7	BS	Chemical Engineering	4078	37	BS	Mathematics	4101
8	BS	Chemistry	4046	38	BS	Mechanical Engineering	4083
9	BS	Civil Engineering	4079	39	BS	Metallurgical Engineering	4084
10	BS	Clothing Technology	4047	40	BS	Mining Engineering	4085
11	BA	Communication Research	4178	41	BA	Philippine Studies	4096
12	BS	Community Nutrition	4049	42	BA	Philosophy	4020
13	BA	Comparative Literature	4007	43	B	Physical Education	4124
14	BS	Computer Science	4132	44	BS	Physics*	4107
15	BA	Creative Writing	4195	45	BA	Political Science	4022
16	B	Elementary Education	4139	46	BA	Psychology	4023
17	BA	English Studies	4158	47	BS	Psychology	4110
18	BA	European Languages	4010	48	B	Public Administration	4148
19	BS	Family Life & Child Development	4086	49	B	Secondary Education	4138
20	BA	Filipino at Panitikan ng Pilipinas	4097	50	BA	Sociology	4025
21	BA	Film	4279	51	B	Sports Science	4161
22	BS	Food Technology	4088	52	BA	Speech Communication	4027
23	BS	Geodetic Engineering	4081	53	BS	Statistics	4114
24	BS	Geography	4091	54	BA	Theater Arts	4028
25	BS	Geology	4092	55	BS	Tourism	4116
26	BA	History	4012				
27	BS	Home Economics	4093				
28	BS	Hotel, Rest & Institution Mgmt.	4190				
29	BS	Industrial Engineering	4082				
30	BS	Interior Design	4196				

**\* BS Applied Physics & BS Physics**

*Interview is required.*

*Room F208, National Institute of Physics  
College of Science*

*April 07, 2017 (Friday) 10:00 a.m. to 12:00 noon*

*Email Dr. May Lim ddaa@nip.upd.edu.ph*

*Deputy Director for Academic Affairs*

## RULES ON SCHOLASTIC STANDING

### GOOD SCHOLASTIC STANDING

A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of “3” or higher in at least 75% of the total number of academic units in which s/he is registered. However, colleges/units may impose additional rules on good scholastic standing such as a minimum grade average or required number of units passed per semester/year.

### Scholastic Delinquency

The faculty of each college or school shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:

1. **Warning.** Students who obtain final grades at the end of the semester below “3” in 25% - 49% of the total number of academic units in which they are registered shall be warned by the Dean to improve their work.
2. **Probation.** Students who at the end of the semester, obtain final grades below “3” in 50% - 75% of the total number of academic units in which they have final grades shall be placed on probation for the succeeding semester and their load shall be limited to the extent to be determined by the Dean.

Probation may be removed by passing with grades of “3” or better in more than 50% of the units in which they have finals grades in the succeeding semester.

3. **Dismissal.** Students who, at the end of the semester, obtain final grades below “3” in at least 76% of the total number of academic units in which they receive final grades shall be dropped from the rolls of the college or school.

Students on probation, in accordance with 2) above, who again fail in 50% or more of the total number of units in which they receive final grades shall be dropped from the rolls of their college or school subject to the following:

- a. Students dropped from (1) college shall not ordinarily be admitted to another unit of the University unless, in the opinion of the Vice Chancellor for Student Affairs, their natural aptitude and interest may qualify them in another field of study in which case they may be allowed to enrol in the proper college or department.
  - b. Students who were dropped in accordance with rules on “Dismissal” and again fail so that it becomes necessary again to drop them, shall not be eligible for readmission to any college of the University.
4. **Permanent Disqualification.** Students who, at the end of the semester, obtain final grades below “3” in 100% of the academic units in which they are given final grades shall be permanently barred from readmission to any college of the University.

Permanent disqualification does not apply to cases where, on the recommendation of the faculty members concerned, the faculty certifies that the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of "5" shall be counted against him/her for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in the light of the recommendations of the Vice Chancellor for Student Affairs; provided, that in no case of readmission to the same or another college shall the action be lighter than probation.

For purposes of scholastic standing, a grade of "Inc" is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made. The grade "4" is counted until it is removed. Once removed, only the final grade of "3" or "5" is counted.

Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrolment.

In colleges or school in which the weight of the courses are not expressed in terms of units, the computation shall be based on their respective equivalents.

No re-admission of dismissed or disqualified students shall be considered by the deans and directors without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the deans or directors conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice Chancellor for Academic Affairs, whose decision shall be final.

## **HONORIFIC SCHOLARSHIPS**

The University recognizes academic excellence by conferring the following honorific scholarships. These do not entitle the holders to any tuition waiver or discounts.

### **University Scholar**

Any undergraduate student who obtains at the end of the semester an absolute minimum weighted average of "1.45" or better, or a graduate student with an absolute minimum weighted average of "1.25" or better is given this honorific scholarship. University Scholars are listed in the President's list of Scholars.

## College Scholar

Any undergraduate student who, not being classed as University Scholar, obtains at the end of the semester an absolute minimum weighted average of “1.75” or better, or a graduate student who obtains an absolute minimum weighted average of “1.5” or better is given this honorific scholarship. College Scholars are listed in the Dean’s List of Scholars.

In addition to the general weighted average prescribed, a student must:

1. Have taken during the previous semester at least 15 units of academic credit or the normal load prescribed (not less than 8 units in the case of a graduate student); and
2. Have no grade below “3” in any academic or non-academic subject.

Grades of “Inc” must be completed by the end of the semester. (The end of the first semester is the day before the registration for the second semester. The end of the second semester is on the day of the UP General Commencement Exercises.)

The effectivity of the scholarship is for the semester when such GWA is obtained.

## GRADUATION WITH HONORS

Students who complete their courses with the following ABSOLUTE MINIMUM weighted average grade shall be graduated with honors:

Summa cum Laude	1.20
Magna cum Laude	1.45
Cum Laude	1.75

Provided, that all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade; provided, further, that in cases where the electives taken are more than required in the program, the following procedure shall be used in selecting the electives to be included in the computation of the weighted average grade:

1. For students who did not shift programs, the required number of electives will be considered in chronological order.
2. For students who shifted from one (1) program to another, the electives to be considered shall be selected according to the following order of priority:

- a. Electives taken in the program where the student is graduating will be selected in chronological order.
- b. Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
- c. Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

Student who are candidate for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation.

In the computation of the final average of students who are candidates for graduation with honors, only resident credit shall be included.

Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors. Provided, further, that students who have been suspended for one (1) year or more due to conduct as defined in the Rules and Regulations on Student Conduct and Discipline; the Revised Rules and Regulations Governing Fraternities, Sororities and other Student Organizations, and the Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 shall be barred from graduating with honors.

Students who are candidates for graduation with honors must have taken during each semester/trimester not less than 15 units of credit or the normal load prescribed in the curriculum, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

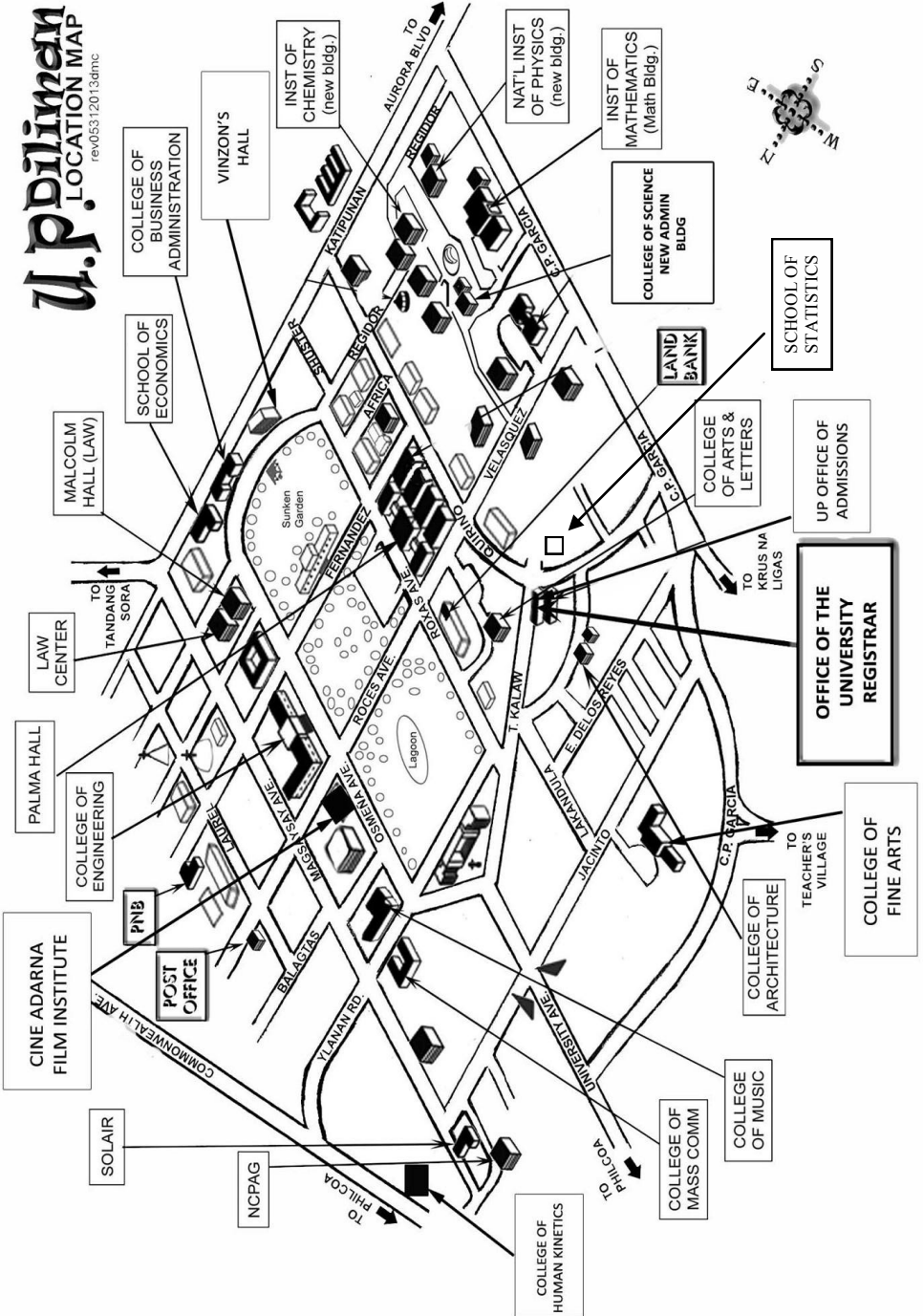
To justify underloading under the following conditions, the submission of pertinent documents is required:

1. Health reasons - medical certification from the University Health Service
2. Unavailability of courses - certification by the major adviser and copy of schedule of classes
3. Employment - copy of payroll and appointment papers indicating among others duration of employment

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light loading. It is required, in this connection that the documents submitted to establish the cause(s) of the light loading must be sworn to. **THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.**

# U.P. Diliman LOCATION MAP

rev 05312013dmc





# NOTES

