



UNIVERSITY OF THE PHILIPPINES DILIMAN
OFFICE OF THE UNIVERSITY REGISTRAR

ADMISSION GUIDE

INCOMING FRESHMEN

Academic Year 2018-2019





MESSAGE



For months now UP Diliman, the largest constituent university of the UP system, has been gearing up to take in a regular full batch. The last two years, because of the K-12 transition, we took in only 875 freshmen in 2016-2017 and 868 in 2017-2018 but for 2018-2019, we anticipate some 3935 freshmen.

It's not just a matter of numbers here. Because you have gone through senior high school, we've had to revise all our undergraduate degree programs – that's a total of 77. General education subjects, which will be taken by students from all kinds of degrees, are also being reviewed.

Besides the academic challenges, we are gearing up with our dorms, food service, health service, wellness, transport, cultural events and much more.

We are anxious and nervous, but we are also looking forward to you – the Z generation – joining us. The millennials, those who straddled the 20th and 21st centuries, are now being asked to give way to the new young, the ones born in this 21st century.

The jury isn't in yet about what you're like, pessimists saying this is a generation who discovered cellphones and tablets even before you could talk, or walk. The concern is that your socialization has been different, and that you might feel more comfortable texting than talking, surfing the Internet than reading.

On the other hand, the optimists say you're a smart generation, more discerning, more inquisitive.

UP Diliman will give you all the opportunities to prove the pessimists wrong, in and out of the classroom, with more opportunities to understand yourselves, our country, maybe even the world.

It will not always be smooth sailing, but do find comfort in knowing you will never have to face hardships alone, except by choice. There will always be other *iskolar ng bayan*, from all over the country. There will be teachers, and staff and the communities. We're even beginning to mobilize non-human animals as emotional support assistants!

Let's not forget, too, the almost 500 hectares of UP Diliman, a last green refuge in Metro Manila, spaces for the body and the mind. Do develop a pride of place, for your fellow *Isko* and *Iska* as well as for future generations.

At UP Diliman, we have pride of place and, more importantly, pride in people.

A handwritten signature in black ink, appearing to be 'M. Lim Tan', written in a cursive style.

Michael Lim Tan, DVM, PhD
Chancellor, UP Diliman

MESSAGE



Greetings, freshmen! This coming August will mark a significant milestone in your life as students and as Filipinos. Here in the University of the Philippines Diliman, you will find a wide range of opportunities that the UP community offers, but not without the occasional struggles and hardships that only make your transition from learners to professionals more thrilling and fulfilling. Let UP's brand of honor and excellence guide you through every step of the way towards realizing your potentials. As you begin your journey in the country's national and premier university, may the education it will provide become an emblem of your own, a reminder that you are here to serve the Filipino people and to take on an active role in shaping our nation's future.

Mabuhay kayo, mga iskolar ng at para sa bayan!

A handwritten signature in black ink that reads "Ma. Theresa T. Payongayong". The signature is written in a cursive, flowing style.

Ma. Theresa T. Payongayong, PhD
University Registrar

IMPORTANT DATES TO REMEMBER

DATE	ACTIVITY
May 7 to 25, 2018	<p>Confirmation for qualified applicants to UP Diliman</p> <p>Confirmation can be processed through:</p> <p>CRS website: http://freshman.upd.edu.ph Enter your student number and 5-digit PIN from your UPCAT Notice of Admission.</p> <p>MAIL reply slip to the Office of the University Registrar, University of the Philippines Diliman 1101 Quezon City.</p> <p>VISIT the OUR in person: Admission and Registration Division, Office of the University Registrar, University of the Philippines Diliman 1101 Quezon City (See map on back cover.)</p>
May 25, 2018	Deadline for confirmation
May 7 to June 30, 2018	<p>Physical-Medical check-up at the UP Health Service (Present your notice of admission and accomplished medical forms.) You can call 981-8500 loc. 2701-2702.</p>
May 30, 2018	Release of List of UPD Qualifiers who confirmed slots
Check crs.upd.edu.ph for schedule.	Online pre-enlistment for subjects (pre-enlistment allowed once admitted to a degree program)
July 2 to 6, 2018	Advance registration for new freshmen (Proceed directly to your colleges, see Table 1 on pages 16 and 17 for corresponding schedule.)
July 3 to 7, 2018	<p>Freshman Orientation Program 1-4 p.m. (the next day after your advance registration schedule) College of Law Auditorium (See map on back cover.)</p>
July 30, 2018	Regular registration for freshmen unable to enrol during the advance registration
August 3, 2018	Start of classes and Freshman Welcome Assembly

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UNIVERSITY OF THE PHILIPPINES



The University of the Philippines is the country's national university, as declared by its Charter of 2008, which was approved by the 14th Congress of the Philippines on Apr. 29, 2008.

UP was founded on June 18, 1908 by Act No. 1870 of the Philippine Assembly, upon the recommendation of W. Morgan Schuster, Secretary of Public Instruction, to the Philippine Commission, the upper house of the Philippine Assembly.

Act 1870 authorized the Governor General to establish UP in the "city of Manila, or at any point he may deem most convenient." UP was to give "advanced instruction in literature, philosophy, the sciences and arts, and to give professional and technical training" to every qualified student regardless of "age, sex, nationality, religious belief and political affiliation."

UP is now a System of eight constituent universities, namely: UP Diliman (with Extension Programs in Olongapo and Pampanga); UP Baguio, UP Los Baños, UP Manila (with Schools of Health Sciences in Baler, Palo and Koronadal), UP Visayas (with campuses in Iloilo/Miag-ao and Tacloban), UP Cebu, UP Mindanao and UP Open University.

UP was initially established along Padre Faura and R. Hidalgo streets in the city of Manila with the College of Fine Arts, the College of Liberal Arts and the College of Medicine and Surgery. The School of Agriculture was also established in Los Baños, Laguna. The succeeding years saw the creation of additional academic units in both sites.

From 67 in 1908 to 7,849 in 1928, the increase in student population called for an expansion outside of the small location in Manila. In 1939, the University acquired a 493-hectare property in Diliman, Quezon City. Construction began in the same year, but development was stalled by World War II.

The war caused extensive damage to buildings in Diliman. Led by UP President Bienvenido Gonzalez, the university administration sought a P13-million grant from the US-Philippines War Damage Commission to restore the damaged facilities and to construct new ones to enable the transfer of the university from Manila to Diliman. It was amidst the rural surroundings of Diliman that UP celebrated its 40th anniversary in 1949, highlighted by the transfer of the Oblation from UP Manila on Feb. 12. A motorcade made its way from Padre Faura to the cogon-strewn expanse in Quezon City, marking the university's transfer to its new campus. Henceforth, the administrative functions of the university, as well as the governance of its regional units in Manila, Los Baños, Baguio and Cebu, were relocated to Diliman.

The first college to operate in Diliman in 1949 was the Conservatory of Music. On the same year, the first general commencement exercises were held at the Sunken Garden.

UNIVERSITY OF THE PHILIPPINES DILIMAN



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The Carillon from the Quezon Hall bridge

UP Diliman has 27 degree granting units with 376 academic programs in the clusters of the Arts and Letters, Management and Economics, Science and Technology and Social Sciences and Law. Of these programs, 120 are in the undergraduate level, 152 in the master's, one in Juris Doctor and 71 in the doctoral level. UPD also offers 32 pre- and post-baccalaureate certificates and diplomas.

In the first semester of Academic Year 2015-2016, the University had 27,661 students, where 18,609 were undergraduates, 8,329 were pursuing master's and doctoral degrees while 723 were pursuing a Juris Doctor degree. As of April 2016, the University had a faculty complement of 1,526, comprising 293 Professors, 250 Associate Professors, 578 Assistant Professors and 405 Instructors, alongside 800 Lecturers and 12 Visiting Professors.

It has a land area of 493 hectares which houses the academic units, the residential and dormitory areas, the resource generation zones and a protected forest area, among others.

OFFICE OF THE UNIVERSITY REGISTRAR



The Office of the University Registrar (OUR) is a vital arm of the University of the Philippines Diliman. Its specific role is to provide accurate, validated, authenticated information, documentation, advice and critical support and other services related to academic programs and degree requirements. It is a main player during enrollment, and is a keeper of permanent academic records and other credentials for a variety of student concerns. As official recorder, it serves as Secretariat in the different administration committees like the Executive Committee, Curriculum Committee, Committee on Student Progress, Admission and Graduation, and in University Council (UC) meetings. It is also the Steering Committee of the University Council Committees.

The OUR, as a repository of student records, is both a data source and resource for researches. It is under the Office of the Vice Chancellor for Academic Affairs. It has three sections: Administrative, University Council Secretariat, and Academic Information System; and two divisions: Admissions and Registration, and Student Records.

The OUR is along T.M. Kalaw Street corner Quirino Street, UP Diliman, Quezon City. It is open Mondays through Fridays 8 a.m. to 5 p.m. Its email and contact numbers are:

EMAIL AND CONTACT NUMBERS

ADMINISTRATIVE SECTION

Direct Line: (632) 927-6084
VoIP: 981-8500 local 4551,4552, 4553
email: admin.our@upd.edu.ph

ADMISSIONS AND REGISTRATION DIVISION

VoIP: 981-8500 local 4555, 4556
email : admission.our@upd.edu.ph

ACADEMIC INFORMATION SYSTEM SECTION

VoIP: 981-8500 local 4560
email: crssupport@list.upd.edu.ph

UC SECRETARIAT SECTION

VoIP: 981-8500 local 4554, 4558
email: pucss_our.updiliman@up.edu.ph

STUDENT RECORDS DIVISION

VoIP: 981-8500 local 4559, 4563
email: records.our@upd.edu.ph

SPECIFIC INFORMATION FOR QUALIFIERS

QUALIFIERS TO B FINE ARTS AND B MUSIC

B Fine Arts: College of Fine Arts

1. **Talent Determination Test (TDT)** Required for ALL applicants

Application Period: May 7 to 17, 2018

Visit the College Secretary's Office before specified date.

2. **Interview and portfolio review**

To be announced on the day of submission of requirements.

Applicant must bring samples of artworks for the portfolio review.

3. **Examination Schedule:**

VisComm, Industrial Design Painting, Sculpture, Art History, Art Education

May 19, 2018

May 20, 2018

8 a.m.—12 nn

8 a.m.—12nn

Applicant must bring a coloring medium of his/her own choice except oil or textile paint. Paper will be provided.

Written exam for 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:

- UPCAT Admission Notice, three (3) pcs. 2 x 2 ID pictures

RESULTS: Monday, May 28, 2018, 1 p.m.

B Music: College of Music

1. **Theory Examination**

May 15, 2018, 9 a.m.—12 nn

Abelardo Hall Auditorium

UPCAT Qualifiers are to call the College Secretary's Office (632) 981-8500 local 2627 for an important instruction.

2. **Psycho-Socio Test**

First batch 1-2:30 p.m., Room to be announced (TBA)

Second batch 2:30-4 p.m. Room to be announced (TBA)

3. **Talent Audition**

May 18, 2018

See posters at the College Secretary's Office for date, time schedule and room assignment.

Requirements:

- UPCAT Admission notice and two (2) 2x2 colored pictures

RESULTS: May 21, 2018, 9 a.m.

College Secretary's bulletin board

SPECIAL EXAMINATIONS

■ ADVANCE PLACEMENT EXAMINATION (APE)

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

Validation exam for Math 20 (Precalculus) coming from Non-STEM Track
APE for Math 21 (Elementary Analysis I) coming from STEM Track

Application period:

Validation: May 14 to 25, 2018

APE: May 14 to 31, 2018

Administrative Office, Institute of Mathematics, College of Science
National Science Complex, UP Diliman

Examination schedule:

Validation (Math 20)
Monday, May 28, 2018, 9-11 a.m.

APE (Math 21)
Friday, June 1, 2018, 9-11 a.m.

Exam Venue:

Institute of Mathematics Building, CP Garcia Avenue, UP Diliman

Please be at the venue by 8:30 a.m. For more information, call Janeth Mabaquiao at the College Secretary's Office, College of Science at (632) 981-8500 local 3816 or Ms. Guey Ruiz at the Institute of Mathematics at (632) 981-8500 local 3861 or 9201009.

■ APE IN CHEM 16 (GENERAL CHEMISTRY I) AND CHEM 16.1 (GENERAL CHEMISTRY I LABORATORY)

Application period:

May 2018, Institute of Chemistry, Administration Building
1F Teaching Building, College of Science, UP Diliman

Application Requirements:

- UPCAT Admission Notice
- Certified photocopy of student transcript of records or report card (Grade 12)
- Two (2) recent 2x2 pictures
- Valid photo identification card with signature

Examination Schedule:

Chem 16 : Written Examination on Monday, June 11, 2018, 9-11 a.m.

Chem 16.1: Practical Examination on Thursday, June 14, 2018, 9-11 a.m.

Institute of Chemistry, Teaching Building, National Science Complex, UP Diliman

For more information, contact Jane Palacay at the Institute of Chemistry at (632) 981-8500 local 3652.



UP Women's Volleyball Team at UP Gym

■ 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 15 to 18, 2018

Application Requirements:

- UPCAT Admission Notice
- Two (2) 1 x 1 ID pictures

Examination Schedule: to be announced (TBA)

For information, call Jeng Espiritu at the College of Human Kinetics at (632) 981-8500 local 4130.

ENROLLMENT INFORMATION

I. FREE TUITION

UP Diliman shall implement RA No. 10931 known as the Universal Access to Quality Tertiary Education Act of 2017 and its Implementing Rules and Regulations (IRR) that was approved and signed on 22 February 2018. The IRR of the law that provides for free college tuition also requires recipients of free tuition to render return service. Options and guidelines for return service will be announced before the start of the Advance Registration for Freshmen.

II. OPTING OUT OF FREE TUITION

UP Diliman students may also voluntarily opt out from availing the Free Tuition privilege. Should this be the decision, after submitting a duly accomplished Voluntary Opt-out Form, the student will pay the full tuition and other fees, as his/her contribution to the university. Voluntary Opt-out Forms are available at the Office of the University Registrar and the student's respective Office of the College Secretary.

III. DEFERMENT OF ENROLLMENT

Deferment of enrollment is allowed for only ONE YEAR.

New freshmen who will not enroll during first semester AY 2018-2019 must write a letter of deferment addressed to the University Registrar.

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.

IV. NATIONAL SERVICE TRAINING PROGRAM (NSTP)

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

Civic Welfare Training Service (CWTS)

Literacy Training Service (LTS)

Reserved Officers Training Program (ROTC) of Military Science (MS)

REGISTRATION PROCEDURE

STUDENT

Check enrolment date for your degree program.
See Table 1 on pages 16-17 for the Schedule of Advance Registration.



COLLEGE

Go to your college for:

- a. Orientation
- b. Advising
- c. Submission of filled-out student directory with photo (college copy)



OFFICE OF THE UNIVERSITY REGISTRAR, Admissions and Registration Division (ARD)

Submit all requirements and arrange the documents in this order:

- a. UPCAT Admission Notice (photocopy)
- b. Student Directory with passport size photo (OUR copy)
- c. Form 138 (Grade 12 High School Card - original copy)
- d. Medical Certificate from UP Health Service (original copy)
- e. Birth Certificate from Philippine Statistical Authority (original copy)
- f. Report of birth from Philippine Statistical Authority (If Filipino born abroad, original copy)/Identification Certificate from Bureau of Immigration (photocopy and original copy to be presented)/Philippine Passport (photocopy and original copy to be presented)
- g. Birth Certificate (for non-Filipino students) (photocopy and original copy to be presented)
- h. Study permit from the Office of International Linkages Diliman (for Foreign student)
- i. Student visa (for foreign student)
- j. Form 137 (Grade 7 to 12 High School Transcript-original copy)



OFFICE OF THE UNIVERSITY REGISTRAR (Conference Room A)

- a. Enlistment of additional courses, if needed
- b. Validation and assessment
- c. Opt Out (see Enrollment Information on page 12)
- d. Printing of Form 5 and stamping of the word "Registered"
- e. Payment of matriculation fees at UPD Cashiers Office, if applicable.
Cash or Manager's/Cashier's Checks or Debit cards are accepted.
- f. Photo ID schedule



UNIVERSITY OF THE PHILIPPINES DILIMAN
ACADEMIC CALENDAR for AY 2018-2019 ¹

(Approved by UP Exec. Vice Pres. Teodora J. Herbosa, by Authority of the President, on 08 Dec 2017)

	FIRST SEMESTER (Aug - Dec 2018)	SECOND SEMESTER (Jan - May 2019)	MIDYEAR ² (Jun - Jul 2019)
Physical examination for incoming freshmen Application period for transfer students	01 Mar, Thu - 29 Jun, Fri		
ADVANCE REGISTRATION FOR FRESHMEN Freshmen Orientation Program	02 Apr, Mon - 20 Apr, Fri 01 Jun, Fri - 20 Jun, Wed 02 Jul, Mon - 06 Jul, Fri 03 Jul, Tue - 07 Jul, Sat		
Removal examination period ³	16 Jul, Mon - 27 Jul, Fri	15 Dec 2018, Sat - 04 Jan, Fri	24 May, Fri - 01 Jun, Sat
Deadline for students to file appeals for readmission/extension of MRR/waiver of MRR Validation for advance credit	Check with respective colleges 16 Jul, Mon - 09 Aug, Thu	Check with respective colleges 15 Dec 2018, Sat - 17 Jan, Thu	Check with respective colleges 20 May, Mon - 14 Jun, Fri
REGISTRATION PERIOD Freshmen, graduating, PWDs, Varsity, HASPAG, and graduate students All UPD undergraduate & graduate students All other students including Cross registrant/Non-degree/Special/Foreign/Exchange students	30 Jul, Mon - 01 Aug, Wed 31 Jul, Tue - 01 Aug, Wed 01 Aug, Wed	07 Jan, Mon - 09 Jan, Wed 08 Jan, Tue - 09 Jan, Wed 09 Jan, Wed	03 Jun, Mon - 04 Jun, Tue 04 Jun, Tue 04 Jun, Tue
Faculty Integration Day	02 Aug, Thu	10 Jan, Thu	05 Jun, Wed
START OF CLASSES	03 Aug, Fri	11 Jan, Fri	06 Jun, Thu
FRESHMEN WELCOME ASSEMBLY	03 Aug, Fri	11 Jan, Fri	06 Jun, Thu
Last day of withdrawal of enrollment	03 Aug, Fri	11 Jan, Fri - 18 Jan, Fri	06 Jun, Thu - 13 Jun, Thu
Change of matriculation (CoM) period	03 Aug, Fri - 10 Aug, Fri		18 Jun, Tue
UP Foundation Day	TBA (c/o Office of Admissions)		
Deadline for filing application for UPCAT For Metro Manila schools For Non-Metro Manila schools	17 Aug, Fri	25 Jan, Fri	14 Jun, Fri
Deadline for students to file application for graduation as of the end of: ⁴			
1 st Sem AY 2018-2019			
2 nd Sem AY 2018-2019			
Midyear 2019			
UP COLLEGE ADMISSION TEST (UPCAT)	TBA (c/o Office of Admissions)		
MID-SEMESTER	02 Oct, Tue	12 Mar, Tue	24 Jun, Mon
Alternative Classroom Learning Experience ⁵			
DEADLINE FOR DROPPING SUBJECTS	31 Oct, Wed	11 Apr, Thu	02 Jul, Tue
Lenten Break (for students only)		15 Apr, Mon - 20 Apr, Sat	
DEADLINE FOR FILING LEAVE OF ABSENCE (LOA)	16 Nov, Fri	29 Apr, Mon	09 Jul, Tue (for those enrolled)
Last day for graduating students to clear their deficiencies	16 Nov, Fri	24 May, Fri	09 Jul, Tue
END OF CLASSES Integration Period	03 Dec, Mon	14 May, Tue	10 Jul, Wed
FINAL EXAMINATIONS Lantern Parade	05 Dec, Wed - 13 Dec, Thu 14 Dec, Fri	15 May, Wed 16 May, Thu - 23 May, Thu	11 Jul, Thu 12 Jul, Fri - 15 Jul, Mon
Start of Christmas Break (for students)	15 Dec, Sat		
DATES TO REMEMBER FOR COLLEGES & COMMITTEES			
DEADLINE FOR GRADE SUBMISSION	21 Dec, Fri	31 May, Fri	24 Jul, Wed
Deadline for colleges to submit to OUR appeals/cases for CSAPG consideration ⁴			

For admission For graduation For all cases	16 Jul, Mon 20 Aug, Mon	14 Dec 2018, Fri 04 Feb, Mon	20 May, Mon
COMMITTEE ON STUDENT ADMISSIONS, PROGRESS & GRADUATION (CSAPG) Meetings			
For admission For graduation For all cases	23 Jul, Mon 28 Aug, Tue	03 Jan, Thu 11 Feb, Mon	27 May, Mon
CURRICULUM COMMITTEE MEETING	13 Aug, Mon	28 Jan, Mon	13 May, Mon
Deadline for colleges to submit to the OUR the approved List of Candidates for Graduation as of the end of:			
Midyear 2018	17 Aug, Fri	25 Jan, Fri	14 Jun, Fri
1 st Sem AY 2018-2019			
2 nd Sem AY 2018-2019			
Deadline for colleges to submit to the OUR the tentative List of Candidates for Graduation as of the end of:			
1 st Sem AY 2018-2019	24 Aug, Fri	01 Feb, Fri	21 Jun, Fri
2 nd Sem AY 2018-2019			
UNIVERSITY COUNCIL MEETING TO RECOMMEND FOR BOR APPROVAL THE LIST OF CANDIDATES FOR GRADUATION AS OF THE END OF:			
Midyear 2018			
1 st Sem AY 2018-2019	03 Sep, Mon	18 Feb, Mon	24 Jun, Mon
2 nd Sem AY 2018-2019			
BOARD OF REGENTS (BOR) MEETING TO APPROVE GRADUATION ⁶	Per BOR schedule	Per BOR schedule	Per BOR schedule
COMMENCEMENT EXERCISES			30 Jun, Sun

¹ Approved during the UPD Executive Committee at its 257th meeting on 27 November 2017. Applies to all units except the MBA and MS Finance programs of the Virata School of Business, the MM Program of UPEPP and UPEPO, PM-TMEM of the College of Science, and Archaeological Studies Program.

² For the Midyear session, 3-unit lecture classes meet two (2) hours daily, Monday to Friday, for 24 class days.

³ A special removal schedule outside this period may be implemented by the Unit subject to removal fees.

⁴ Appeals submitted beyond the deadline will be processed for the following term.

⁵ Alternative Classroom Learning Experience (ACLE) is an activity of the UPD Student Council (USC). Schedule to be finalized.

⁶ Per OSU, BOR Meetings are usually held every last Thursday of the month. However, the BOR Chair or UP President may ask for a re-scheduling of the said meeting.

Registration period is when a student becomes "Officially registered," which means that the student has already gone through all the processes involved in registration up to payment of fees. (p. 18 of the UPD General Catalogue 2014)

2018		2019	
19 Aug, Sun	Quezon Day (QC only)	01 Jan, Tue	New Year's Day
21 Aug, Tue	Ninoy Aquino Day	05 Feb, Tue	Chinese New Year
27 Aug, Mon	National Heroes Day	25 Feb, Mon	EDSA People Power Revolution Anniversary
01 Nov, Thu	All Saints Day	09 Apr, Tue	Araw ng Kagitangan
02 Nov, Fri	Additional special (non-working) day	18 Apr, Thu	Mundy Thursday
30 Nov, Fri	Bonifacio Day	19 Apr, Fri	Good Friday
24 Dec, Mon	Additional special (non-working) day	20 Apr, Sat	Black Saturday
25 Dec, Tue	Christmas Day	01 May, Wed	Labor Day
30 Dec, Sun	Rizal Day	12 Jun, Wed	Independence Day
31 Dec, Mon	Last Day of the Year		Eidul Fitr
			Eidul Adha

As of 18 Jun 2018

Holidays in 2019 are listed according to their original dates pending the issuance of a Presidential proclamation.

Section 2 of Proclamation No. 269, s. 2017, states that the proclamations declaring national holidays for the observance of Eidul Fitr and Eidul Adha shall hereafter be issued after the approximate dates of the Islamic holidays have been determined in accordance with the Islamic calendar (Hira) or the lunar calendar, or upon Islamic astronomical calculations, whichever is possible or convenient. To this end, the National Commission on Muslim Filipinos (NCMP) shall inform the Office of the President on the actual dates on which these holidays shall respectively fall.

SCHEDULE OF ADVANCE REGISTRATION FOR COLLEGES/UNITS

First Semester AY 2018-2019 (July 2-6, 2018)

DAILY SCHEDULE

8-10 a.m.	College briefing Attendance is required.
10 a.m.—5 p.m.	Registration at the Office of the University Registrar
8 a.m.—4 p.m.	Payment at the Cashier's Office, PNB Building (for foreign students and students who opted out of Free Tuition)

TABLE 1: SCHEDULE OF FRESHMEN ADVANCE REGISTRATION

DATE	COLLEGE	DEGREE PROGRAMS WITH QUALIFIERS
July 2, 2018 (Monday)	College of Arts and Letters	BA (Art Studies) BA (Comparative Literature) BA (Creative Writing) BA (English Studies) BA (European Languages) BA (Filipino at Panitikan ng Pilipinas) BA (Malikhaing Pagsulat sa Filipino) BA (Philippine Studies) BA (Speech Communication) BA (Theatre Arts)
	College of Education	B Elementary Education B Secondary Education
	College of Engineering	BS Computer Engineering BS Electrical Engineering BS Electronics and Communications Engineering
	School of Library and Information Studies	B Library and Information Science
July 3, 2018 (Tuesday)	School of Economics	BS Business Economics BS Economics
	School of Statistics	BS (Statistics)
	College of Music	B Music
	College of Mass Communication	BA Broadcast Communication BA Communication Research BA Film BA Journalism
	College of Engineering	BS Chemical Engineering BS Materials Engineering BS Mining Engineering BS Metallurgical Engineering

DATE	COLLEGE	DEGREE PROGRAMS WITH QUALIFIERS
July 4, 2018 (Wednesday)	College of Engineering	BS Computer Science BS Industrial Engineering
	College of Social Sciences and Philosophy	BA (Anthropology) BA (History) BA (Political Science) BA (Sociology) BA (Linguistics)
	Cesar E.A. Virata School of Business	BS Business Administration BS Business Administration and Accountancy
	College of Human Kinetics	B Physical Education B Sports Science
	College of Social Work and Community Development	BS Community Development BS Social Work
July 5, 2018 (Thursday)	College of Social Sciences and Philosophy	BA (Philosophy) BA (Psychology) BS (Geography) BS (Psychology)
	College of Engineering	BS Civil Engineering BS Geodetic Engineering BS Mechanical Engineering
	College of Architecture	B Landscape Architecture BS Architecture
	Asian Institute of Tourism	BS Tourism
	National College of Public Administration and Governance	B Public Administration
	College of Fine Arts	B Fine Arts
July 6, 2018 (Friday)	College of Science	BS Applied Physics BS Biology BS Chemistry BS Geology BS Mathematics BS Molecular Biology and Biotechnology BS Physics
	College of Home Economics	BS Clothing Technology BS Community Nutrition BS Family Life and Child Development BS Food Technology BS Home Economics BS Hotel, Restaurant and Institution Management BS Interior Design

RULES ON SCHOLASTIC STANDING



Palma Hall Lobby

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 percent 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, at the end of the semester, obtain final grades below "3" in 25 to 49 percent 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 to 75 percent 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 percent 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 percent 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 percent 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 enroll 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 percent 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 enrollment.

In colleges or schools 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 weighted average is obtained.



Parangal para sa mga Mag-aaral 2017

GRADUATION WITH HONORS



106th General Commencement Exercises

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 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.

Students who are candidates for graduation with honors must have completed in the University at least 75 percent 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.**

ACADEMIC INFORMATION



College of Social Sciences and Philosophy

ACADEMIC CALENDAR

The academic year is divided into two semesters of at least 16 weeks each, exclusive of registration and final examination periods. Each semester consists of at least 100 class days. A midyear session of six weeks follows the second semester. Class work in the midyear session is equivalent to class work in one semester. The first semester begins in August, the second semester in January and the midyear term in June.

SEMESTRAL SYSTEM

All UPD academic units operate under the semestral system, except for the following programs under the trimestral system: the evening Master of Business Administration program and the Master of Science in Finance program (Cesar EA Virata School of Business), Master of Management (UPD Extension Program in Pampanga/Olongapo) and the Professional Masters in

Tropical Marine Ecosystems Management program (College of Science).

CREDIT UNIT

The unit of credit is the semester hour. Most classes taught at the University meet three hours a week; these classes carry 48 clock-hours of instruction and three units of credit. Each unit of credit is at least 16 semester-hours of instruction in the form of lecture, discussion, seminar, tutorial or recitation or in any combination of these forms. Laboratory work, field work or related student activity is credited one unit for at least 32 semester hours.

MEDIUM OF INSTRUCTION

English is generally used as the medium of instruction in the University. The UP Language Policy provides for the development and use of the Filipino language while maintaining English

as a global lingua franca. The Policy states that Filipino shall be the medium of instruction in the University at the undergraduate level, within a reasonable time frame or transition period. Graduate courses of study shall be in English, though there could very well be graduate courses of study in which the medium of instruction is Filipino. English shall be maintained as the primary international language in the University to serve as its chief medium of access to the world's intellectual discourse.

GENERAL EDUCATION PROGRAM

The General Education (GE) Program is a set of courses classified under the domains of Arts and Humanities, Social Sciences and Philosophy, and Mathematics, Science and Technology that give students knowledge and competencies to better prepare them for the basic understanding of various ways of knowing. This makes the UP student a well-rounded person ready for lifelong learning skills.

The liberal education thrust of GE aims to mold the UP student to becoming a holistic person, a more independent, creative, and critical thinker; a morally sound and intellectual individual of high integrity, and well able to adapt to the fast-changing pace of today's living.

The GE Program was first adopted in 1958 and underwent several revisions thereafter.

ACADEMIC FRAMEWORK

UPD's academic framework is divided into four clusters under which the various degree granting units are assigned, namely: Arts and Letters, Management and Economics, Science and Technology and Social Sciences and Law.

CENTERS OF EXCELLENCE

On Dec. 23, 2015, the Commission on Higher Education (CHED) identified 137 Centers of Excellence (COE) in public and private institutions of higher learning in the country, 23 of which are at UPD. The Commission defines a COE as demonstrating "excellence in performance in the areas of instruction, research and publication, extension and linkages and institutional qualifications." The CHED is the lead in the Philippine higher education system.

Eight COEs are in the College of Science, namely Biology, Cell and Molecular Biology, Chemistry, Environmental Science, Geology, Marine Science, Mathematics and Physics. Five are in the College of Social Sciences and Philosophy as: Anthropology, Foreign Language, History, Political Science and Psychology.

Three are at the College of Mass Communication, namely Broadcasting, Communication and Journalism.

The remaining disciplines are Chemical Engineering and Geodetic Engineering, both at the College of Engineering; English and Literature (College of Arts and Letters); Library and Information Studies (School of Library and Information Studies); Social Work (College of Social Work and Community Development) and Statistics (School of Statistics).

On Mar. 22, 2016, three more COEs were awarded: Metallurgical Engineering, Electrical Engineering, and Teacher Education.

The designation as a COE is from Jan. 1, 2016 to Dec. 31, 2018 or until sooner terminated, revoked or cancelled.

THE ACADEMIC UNITS

ARTS AND LETTERS CLUSTER

Colleges in the Arts and Letters Cluster specialize in various fields in the humanities, each college wholly committed to the task of developing the student's aesthetic and physical capabilities and perfecting his/her craft.



College of Arts and Letters
Pavilion I, Palma Hall, Roxas Ave. • (632) 928-7508 • VoIP: (632) 981-8500 loc. 2102, 2104 to 06 • kal.upd.edu.ph •

kal@upd.edu.ph



College of Fine Arts
Bartlett Hall, E. Jacinto St. • (632) 981-8732 • (632) 920-9910 • VoIP: (632) 981-8500 loc. 3976, 3977 • cfa.upd.edu.ph •

upcfa.bartlett.hall@gmail.com



College of Human Kinetics
Ylanan Hall, Magsaysay Ave. cor. E. Jacinto St. • VoIP: (632) 981-8500 loc. 4136, 4128 • chk.upd.edu.ph •

edu.ph



College of Mass Communication
Plaridel Hall, Ylanan St. • VoIP: (632) 981-8500 loc. 2679, 2661 • masscomm.upd.edu.ph •

cmc@upd.edu.ph



College of Music
Abelardo Hall, Osmeña Ave. cor. Ylanan St. • (632) 926-0026 • VOIP: (632) 981-8500 loc. 2629, 2640, 2627 • music.upd.edu.ph •

music@upd.edu.ph

MANAGEMENT AND ECONOMICS CLUSTER

The Management and Economics Cluster focuses on public policy, economics, business and industry, stressing the value of public planning and development.



Asian Institute of Tourism
Commonwealth Ave. • (632) 922-3894 • VoIP: (632) 981-8500 loc. 2796 to 2800 • ait.upd.edu.ph • daa.ait@upd.edu.ph



Cesar E.A. Virata School of Business

M. Guerrero St. • (632) 928-4571 to 75 • (632) 920-7990 • VoIP: (632) 981-8500 loc.

3451 to 52 • vsb.upd.edu.ph • cba@upd.edu.ph



National College of Public Administration and Governance

Raul P. de Guzman St. • (632) 928-3861 • (632) 926-1432 • VoIP: (632) 981-8500 loc. 4152 • ncpag.upd.edu.ph •

dean_up_ncpag@yahoo.com



School of Economics

Osmeña Ave. cor. M. Guerrero St. • (632) 927-9686 loc. 200, 202, 203 • (632) 920-5463 • econ.upd.edu.ph •

collegesec@econ.upd.edu.ph or dean@econ.upd.edu.ph



School of Labor and Industrial Relations

Bonifacio Hall, E. Jacinto St. • (632) 928-6396 • (632) 920-7717 • VoIP: (632) 981-8500

loc. 4069, 4077 • solair.upd.edu.ph • solair@upd.edu.ph



School of Urban and Regional Planning

E. Jacinto St. • (632) 920-6853 to 54 • (632) 929-1637 • VoIP: (632) 981-8500 loc.

4081, 4082, 4084 • surp.upd.edu.ph • we_plan_at_surp@upd.edu.ph

Technology Management Center

ASTI (Advanced Science and Technology Institute) Bldg., CP Garcia Ave. • (632) 426-2765, (632) 426-2767 • VoIP: (632) 981-8500 loc. 3881, 3882 • tmc.upd.edu.ph • tmc@up.edu.ph, uptmcdiliman@yahoo.com

UPD Extension Program in Pampanga

Bldg. N3687, Ramon Magsaysay Ave. Ext., Clark Freeport Zone, Pampanga, 2009 Philippines 6345-599-6037 • 6345-599-2794 • upepp.upd.edu.ph • upepp@up.edu.ph

UPD Extension Program in Olongapo

Bldg. Q8131, Rizal Gate, Subic Bay Freeport Zone, Zambales, 2222 Philippines • 6345-599-6037, 6347-250-2628, 63923-540-1961 • updepo.com • inquiry@updepo.com

SCIENCE AND TECHNOLOGY CLUSTER

The Science and Technology Cluster is dedicated to the search for scientific truths and applications of advances in various technologies.



College of Architecture

UPCA Complex, E. Delos Santos St. • (632) 433-2280 • VOIP: (632) 981-8500 loc. 3134, 3135, 3136, 3139 • upca.

upd.edu.ph • uparki@upd.edu.ph



College of Engineering

Melchor Hall, Osmeña Ave. • (632) 926-0703 (National Engineering Center/NEC), (632) 928-3144 • (632) 920-

8860 • VoIP: (632) 981-8500 loc. 3101 to 3104 • coe.upd.edu.ph • upengg@coe.upd.edu.ph



College of Home Economics

Alonso Hall, Regidor St. • (632) 927-3828 • VoIP: (632) 981-8500 loc. 3401 • che. upd.edu.ph • deanche_

upd@yahoo.com



College of Science

National Science Complex • VoIP: (632) 981-8500 loc. 3801, 3802 • science.upd.edu.ph • csadmin@science.upd.

edu.ph



School of Library and Information Studies

3/F Gonzalez Hall, UP Main Library • VoIP: (632) 981-8500 loc. 2869 to 2871 •

upslis.info • admin@slis.upd.edu.ph



School of Statistics

Quirino Ave. cor T.M. Kalaw St. • (632) 929-2875 • (632) 928-0881 • VoIP: (632) 981-8500 loc. 3503 • stat.upd.

edu.ph • updstat@yahoo.com, stat@upd.edu.ph



Archaeological Studies Program

Albert Hall, E. Jacinto cor. Lakandula Sts. • (632) 926-9010 • (632) 426-0368 • VoIP: (632) 981-8500 loc. 2446 •

asp.upd.edu.ph • asp@upd.edu.ph

SOCIAL SCIENCES AND LAW CLUSTER

The Social Sciences and Law Cluster promotes public interest and emphasizes the strength and importance of social discipline, awareness and involvement.



Asian Center

GT-Toyota Asian Cultural Center, Magsaysay Ave. cor. Katipunan Ave. • (632) 927-0909 • (632) 920-3535 •

VoIP: (632) 981-8500 loc. 3577, 3580, 3586 • ac.upd.edu.ph • asiancenter@upd.edu.ph



College of Education

Benitez Hall, Roxas Ave. • (632) 920-7815, (632) 929-9322 • VoIP: (632) 981-8500 loc. 2807 • educ.upd.edu.ph •

educdeansoffice@gmail.com, educsecoffice@gmail.com



College of Law

Malcolm Hall, Osmeña Ave. • (632) 920-5514 (trunkline), (632) 927-0518 (Dean's office) • law.upd.edu.ph •

uplawdean@gmail.com, uplawcomplex.hrdrs@gmail.com



College of Social Sciences and Philosophy

Palma Hall, Roxas Ave. • (632) 926-3486 • VoIP: (632) 981-8500 loc. 2428, 2429 •

web.kssp.upd.edu.ph • tanggapanngdekano@kssp.upd.edu.ph



College of Social Work and Community Development

Magsaysay Ave. • (632) 929-2477, (632) 927-2308 • VoIP: (632) 981-8500 loc. 4101 to 4103 • cswcd.upd.edu.ph • cswcd@upd.edu.ph



Institute of Islamic Studies

Romulo Hall, Magsaysay Ave. cor. E. Ma. Guerrero St. • (632) 929-8286 • VoIP: (632) 981-8500 loc. 3582 to 3585 • iis.

upd.edu.ph • iis@upd.edu.ph



REPLY SLIP FOR QUALIFIED APPLICANTS TO UP DILIMAN

Choose an option applicable to you. (refers to course code.)

1. I will enroll in _____ the course I qualified for and which appears on my admission notice.

1.1 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 Slot (DPWAS). The three (3) programs I would like to enroll in, in order of my preference, are: (Please refer to the list of degree programs with available slot/s).

1. _____
2. _____
3. _____

2. I would like to be considered for _____ in which I am waitlisted. In case no slot will be available, I will enroll in _____ the course I qualified which appears on my admission notice.

3. I am qualified to enroll in a degree program with available slots (Course Code: DPWAS). The three programs I would like to enroll in, in order of my preference, are: (Please refer to the list of degree programs with available slot/s.)

1. _____
2. _____
3. _____

4. I will defer my enrollment. I understand that I can defer enrollment up to one year only. Moreover, I understand that enrollment 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 12 of your Admission Guide.

5. I will NOT enroll in the University of the Philippines Diliman. I will enroll in _____

Reason: _____

I understand that assignment to my chosen program in 1, 1.1, 2 or 3 above is not automatic but dependent upon the availability of slots and my UPCAT SCORE.

IMPORTANT: Please check your final Degree Program assignment on May 30, 2018 via internet (our. upd.edu.ph, crs.upd.edu.ph, freshman.upd.edu.ph) or you may call us at UP trunkline (632) 981-8500 local 4555/4556.

ID No. 2018

Signature Over Printed Name of Applicant

Conforme:

Signature Over Printed Name of Parent/Guardian

Mailing Address:

Mobile No.: _____
Telephone No.: _____
Email Address: _____



UP NAMING MAHAL

UP naming mahal
Pamantasang hirang
Ang tinig namin
Sana'y inyong dinggin
Malayong lupain
Amin mang marating
Di rin magbabago ang damdamin
Di rin magbabago ang damdamin

Luntian at pula
Sagisag magpakailanman
Ating 'pagdiwang
Bulwagan ng dangal
Humayo't itanghal
Giting at tapang
Mabuhay ang pag-asa ng bayan
Mabuhay ang pag-asa ng bayan

