15 February 2017

MEMORANDUM ERJ NO. 2017-01

TO: ALL COLLEGE SECRETARIES and Graduate Coordinators

FROM: EUGENE REX L. JALAO, Ph.D.
         Assistant University Registrar for Academic Information Systems

In line with the OUR's mission to improve the registration processes of UP Diliman, we have proposed to implement the Course Offering Coordination Request process to institutionalize course offerings coordination between academic units. As discussed in the January 30th 2017 College Secretaries and Graduate Coordinators Meeting, as well as the Executive Committee meeting last February 13th 2017, the following procedure was approved:

- All departments/institutes that need service courses are to accomplish the Course Offering Coordination Request Form (see attached). The requesting unit is to accomplish one sheet for each offering unit. An updated forecasting demand report will be provided to all units to aid in the requests.
- The department/institutes are to submit all forms to the college secretary. The college secretary then sends Intra-College requests to the respective unit within the college and submits the **Intercollege requests to the OUR** before the deadline.
- The OUR then collates all requests per course per offering unit and then sends it to the respective offering unit.
- The Offering Unit responds to the requests using the same form and sends the request forms back to the OUR before the deadline.
- The OUR sends the result back to the colleges. The college secretaries then send the requests back to the department.
- The department works on creating their majors or blocks using the results of the requests.
- If the request is not favorable, a second batch of requests is available with the same procedures with different deadlines.

Please refer to table 1 for the deadlines and registration dates for the 1st Semester AY 2017-2018.

Table 1. Deadlines and Registration Dates for 1st Sem AY 2017-2018

Activity	Date
• Deadline for Colleges to Submit Course Requests to the OUR (1st Batch)	2 June 2017
• Deadline for Units to Respond to Course Requests (1st Batch)	16 June 2017
• Deadline for Colleges to Submit Course Requests to the OUR (2nd Batch)	23 June 2017
• Deadline for Units to Respond to Course Requests (2nd Batch)	30 June 2017
• Deadline for Submission of Classes	7 July 2017
• Deadline for Departments to Create Blocks	11 July 2017
• 1st Sem Regular Preenlistment 1st Batch Run	12-18 July 2017
• Batch Run Results	19 July 2017
• 1st Sem Regular Preenlistment 2nd Batch Run	20-26 July 2017
• Batch Run Results	27 July 2017
• Advanced Registration	27-31 July 2017
• Regular Registration Week	1st Week of August

Your utmost cooperation on this matter is highly appreciated.

Thank you very much.

Noted by,

MARILYN R. CANTA, Ph.D.
University Registrar

University of the Philippines Diliman
Office of the University Registrar
Course Offering Coordination Request Form

Instructions: Please accomplish **one sheet per offering unit** and list down all courses requested by your Dept/Inst from that unit.

Date Requested:	**Request for Academic Term:**
Requesting Dept./Institute:	**Requesting College:**
Requesting Dept./Institute Contact Person:	**Requesting Dept./Institute Contact Details:**
Department/Institute Offering the Course:	**College Offering the Course:**

To be filled up by the Requesting Department/Institute								To be filled up by Department/Institute Offering Course					
Course Name/ Num.	Type of Course in Curriculum (Service, Elective, etc)	Slots			Program	Requested Day/Time Window	Delegated or Restricted Request Type	Course Name/Num.	Slots	Section	Day/Time	Delegated/ Restricted	Restrictions/ Remarks
		Fresh men	Regular	Gradua ting									

Requested by:

_____
Department Chair/Institute Director

Submitted by:

_____
Representative of Department/Institute Offering Course

Received from the Requesting Unit:	

Received from the Offering Unit:	

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