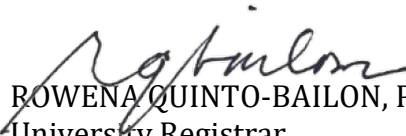04 January 2024

MEMORANDUM RQB 2024-01

TO: College Secretaries, Graduate Program Coordinators, and all concerned

FROM: ROWENA QUINTO-BAILON, PhD
          University Registrar

SUBJECT: Deployment of the Curriculum Module for Students and some clarifications on the Underloading Module in the CRS

Last semester, we launched the Curriculum module for Advisers and the Underloading module in the CRS (see https://our.upd.edu.ph/memoranda/2023/MEMO-No.-MVPLO-23-12.pdf).

To further facilitate advising, the University is deploying the Curriculum module for Students starting this Second Semester AY 2023-2024. Please note, however, that the curriculum module does not check for prerequisites yet. In the meantime, advisers and students alike are enjoined to undertake due diligence in checking the prerequisites/corequisites/stipulations of the courses to be enlisted in.

Furthermore, to provide clarity on some of the queries related to the Underloading module, please take note of the following:

1. Underloading Application Period

As agreed upon during the 24 August 2023 College Secretaries and GPCs meeting, the application period for the filing of underloading starts on the first day of the registration and ends on the deadline of Change of Matriculation (CoM). However, the submission of documentary requirements (e.g., Medical Certificate, Employment Certificate, etc.) may be done within the semester. The college also has the entire semester to endorse and acknowledge the underloading.

2. Justification of Underloading and submission of required documents

For health reason - Medical Certificate confirmed by the University Health Service

For unavailability of subjects - Since the process has become online, the endorsement of the adviser (through the Underloading Endorsement module) is sufficient to comply with the requirement stipulated in the catalog. There is no need to submit a certification and a copy of the schedule of classes.

For employment - Copy of payroll and appointment papers indicating, among others, the duration of employment.

For no more courses to take based on the curriculum - Since the process has become online, the endorsement of the adviser (through the Underloading Endorsement module) is sufficient to comply with the requirement. There is no need for the certification from the adviser that there are no more courses to take.

Note: the required document is not uploaded in CRS. It is physically submitted to the college by the applicant.

3. Printing of the Underloading forms

Once the filed application has been acknowledged by the college, the applicant has the option to print the acknowledged form through the applicant's CRS account.

The college also has the option to print by batch or individually the acknowledged filed underloading form/s through its Underloading Acknowledgement module.

For your information, guidance, and dissemination please.

Thank you very much.