

PREPARATION OF ACADEMIC SCHEDULES, PRE-ENLISTMENT, & REGISTRATION

Preparation of academic schedules

The Graduate Program Coordinator (GPC) will work with department, division, and institute heads to develop academic schedules. The concerned unit is responsible for the encoding/uploading of academic schedules to the Computerized Registration System (CRS), as well as any subsequent changes.

Assignment of Graduate Program Advisers (GPAs)

The Graduate Program Coordinators (GPCs) will collaborate with the department, division, or institute heads to match students with Graduate Program Advisers (GPAs). To ensure a smooth process, the Office of the Graduate School Secretary (OGSS) will input the names of the GPAs into the Computerized Registration System (CRS).

Pre-enlistment of subjects

The Office of the Graduate School Secretary (OGSS) assumes responsibility for pre-enlisting subjects in the Computerized Registration System (CRS) for newly admitted graduate students, utilizing the unit's predetermined schedule. On the other hand, for continuing students, their respective Graduate Program Advisers (GPAs) will guide them through the pre-enlistment process.

Registration

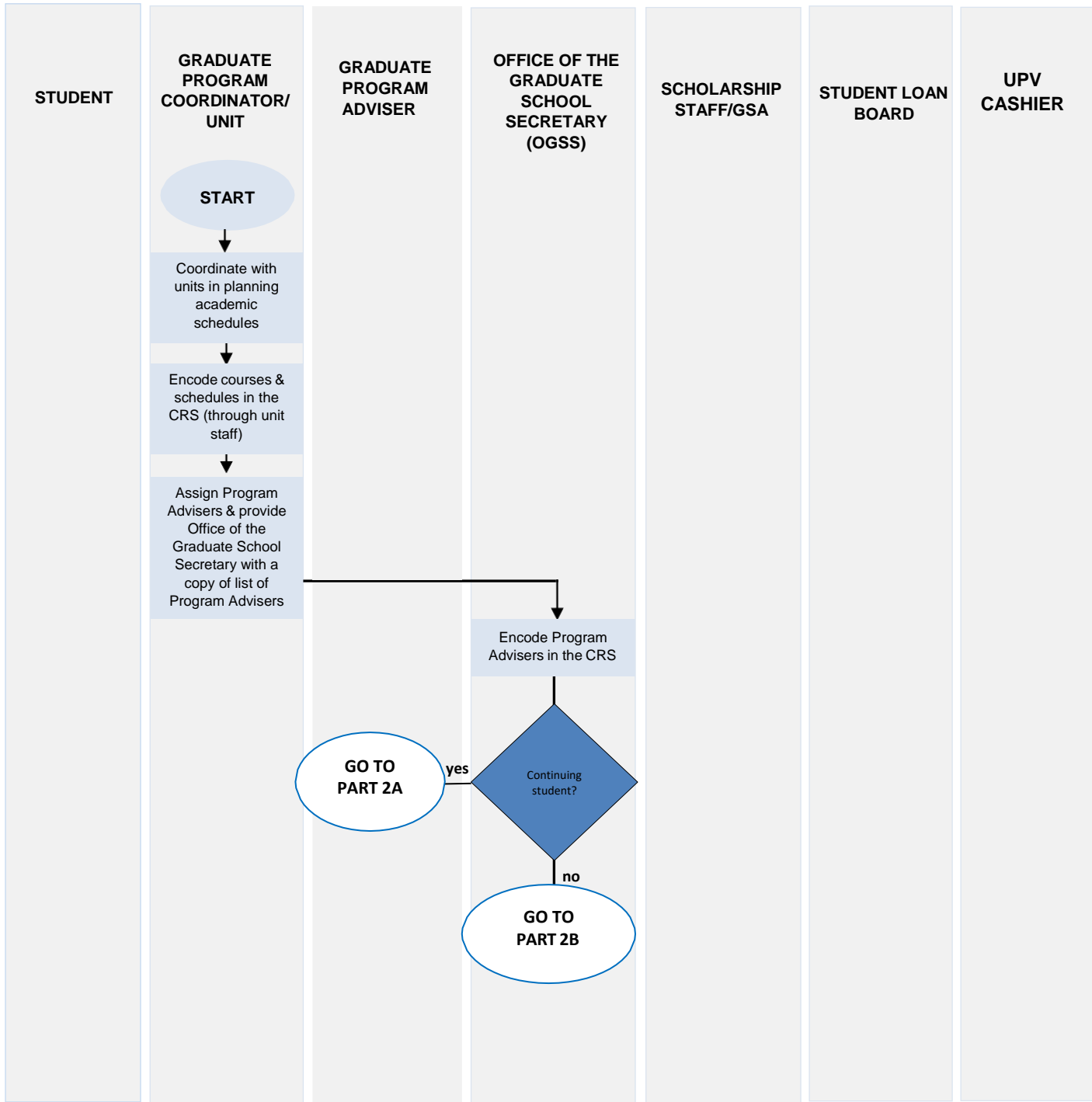
'Officially registered' means that the student has already gone through all the processes involved in registration, up to the payment of fees. A student is officially registered if the student has duly matriculated (as adopted from UP Diliman; 20 March 1978; 682nd UPD EC Meeting, 01 June 1978; 683rd UPD EC meeting).

As a matter of policy, simultaneous enrollment in two degree programs is not allowed by the University at this time, in consideration of limited resources (approved by the Board of Regents at its 1379th Meeting on 3 April 2023).

Attached herewith is the flowchart detailing the process of academic schedule preparation, pre-enlistment, and registration.

PREPARATION OF ACADEMIC SCHEDULES, PRE-ENLISTMENT, AND ENROLLMENT

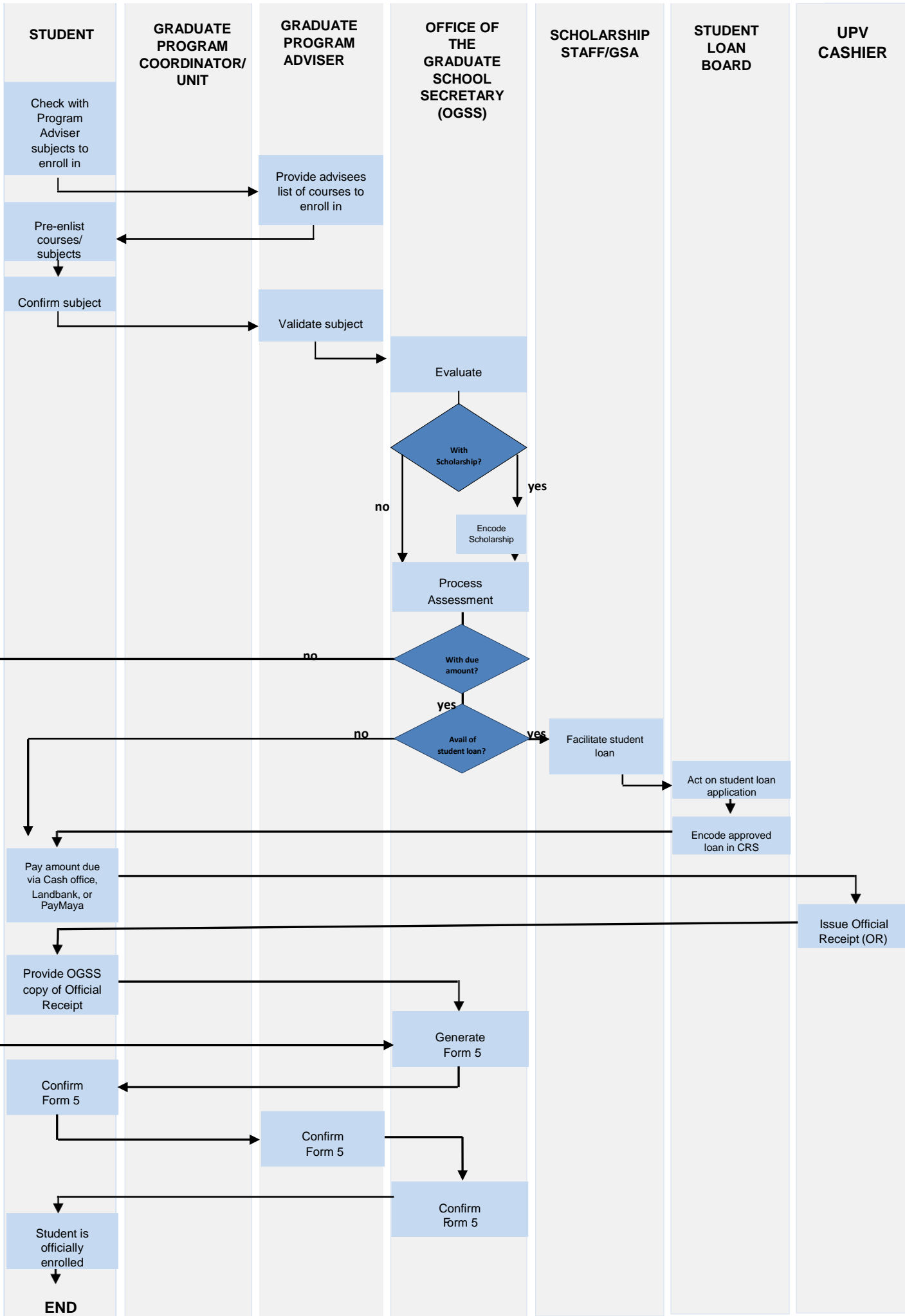
Part 1
Preparation of Academic Schedules



PRE-ENLISTMENT AND ENROLLMENT (CONTINUING STUDENTS)

Part 2A
Continuing
Students

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PRE-ENLISTMENT AND ENROLLMENT (NEW GRADUATE STUDENTS)

