

30 August, 2022

ENROLLMENT ADVISORY FROM SE 101 (AY 2022-2023, FIRST SEMESTER)

1. Per OVPAA Memorandum No. 2022-127 (29 August, 2022), **“The 15-unit regular course load for undergraduate students is now in force, effective AY 2022-2023.”** [*highlight added*]
2. Per OVPAA Memorandum No. 2022-127, **the following academic rules and polices that were suspended since the 2nd Semester AY 2019-2020 will now be in force effective AY 2022-2023:**
 - a. Academic delinquency rules – warning, probation, dismissal and permanent disqualification,
 - b. Degree program retention rules
 - c. Maximum Residency Rule (MRR)
 - d. Prerequisites,
 - e. The grading system (The No-Fail Policy is lifted),
 - f. Deadlines for dropping and leave of absence
 - g. Attendance (The faculty may adopt different attendance requirements considering student’s lack of or poor internet access, Covid-19 infection and other pandemic- or disaster-related concerns).
3. The maximum load for the semester is the **prescribed number of units for the semester** according to the curriculum checklist of your respective program. This depends on the year level standing of the student (e.g., sophomore). A student may be allowed to bear a load greater than the prescribed load under certain conditions. For overloading guidelines, refer to no. 4 for non-senior students and to no. 5 for senior students.
4. The maximum number of Econ subjects that can be taken is three (3). However, senior students may be allowed to take more than 3 Econ courses. Refer to no. 6 for the guidelines.

Exemptions from the three-Econ-courses limit:

- a. Econ 122 for BS BE students
 - b. Econ 198 (Marketing Management) for BS BE and BS Econ students
5. Non-senior students may be allowed to carry an **academic load of three (3) units above the prescribed load** for the semester of their respective curriculum. However, the academic load shall **not be more than 21 units**. Furthermore, overloading shall be applicable **only for non-Econ subjects**.

- a. Who may apply for permit to overload?
 1. Has GWA of 2.0 or better
 2. Does not have a DRP in the previous semester
 3. Does not have an INC during the time of application for overloading

- b. What is the procedure to secure approval of permit to overload for students who met the criteria?
 - a. Get the permit to overload form from the SE RVC.
 - b. Accomplish the permit to overload and submit it to SE 101 (Ms. Joyce Evangelista and Ms. Alvilhen Siquig) for validation of the criteria.
 - c. Once the criteria are validated, undergo advising with an Undergraduate Committee member during the regular registration period. Contact the SE RVC so you will be queued for advising. **If you intend to shift out of UPSE, secure the additional requirements in no. 7.**
 - d. A student shall be allowed to overload once an Undergraduate Committee member approves his/her permit to overload. Send the approved permit to overload to Ms. Alvilhen Siquig

6. Senior/graduating students may be allowed to carry an **academic load of up to 21 units**. Overloading shall also include **taking more than three (3) Econ subjects** in the current semester.
 - a. What is the procedure to secure approval of permit to overload?
 1. Get the permit to overload form from the SE RVC. Accomplish this form.
 2. Undergo advising with an Undergraduate Committee Member during the regular registration period. Contact the SE RVC so you will be queued for advising.
 3. A student shall be allowed to overload once an Undergraduate Committee member approves his/her permit to overload. Send the approved permit to overload to Ms. Alvilhen Siquig.

7. Students who intend to shift out of UPSE and enlist in courses outside their current curriculum shall:
 - a. Write a letter to the College Secretary **to indicate intent to shift out of UPSE**. The letter shall be signed by the College Secretary.
 - b. If applicable, get the **request to enlist in courses outside the curriculum form** from the SE RVC. Accomplish this form, including the information on GWA as of the previous semester. The request shall be subject to the approval of the College Secretary.

8. If the total number of units is **below the regular load**, a student may apply for permit to underload, especially those running for Latin honors.

- a. Get the permit to underload form from the SE RVC. Accomplish this form.
 - b. According to the Academic Catalogue, “[t]o justify underloading, the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary is required.” Refer to this link (<https://our.upd.edu.ph/files/acadinfo/ACADEMIC%20LOAD%20.pdf>) for the pertinent documents by reason for underloading.
 - c. Undergo advising with an Undergraduate Committee member during the regular registration period. Contact the SE RVC so you will be queued for advising. Send the approved permit to underload to Ms. Alvilhen Siquig.
9. **Review your curriculum checklist.** Ensure that the subjects you have taken are properly reflected in your checklist. For shiftees and transferees, double check on the crediting of subjects taken from your former unit. Check the Math and GE subject equivalency. If necessary, complete the substitution form for these subjects to be credited. Call the attention of our SRE (Ms. Joyce Evangelista) for corrections or questions.
 10. **Check the prerequisite/s of the courses** you already took in the past semesters and shall take in the current semester. Make sure you obtain credit to the prerequisite courses as well. The courses that require prerequisites will not be credited unless the prerequisites of the courses are taken or the said subjects allow the consent of the instructor (COI) as indicated in the course catalog. Note that, even if the instructor agrees to accept you in class and waive the prerequisite requirement but if the course catalog does not indicate COI as an option, the course will not be credited without the prerequisite. You may seek the assistance of the SE RVC in double checking the prerequisites.
 11. Students are advised to first complete the prerequisite of Econ courses before enlisting in the concerned courses (e.g., Econ 101 before Econ 103, Econ 102 before Econ 104, Econ 131 before Econ 132, etc.). If you decide to pursue higher Econ course/s without first completing their respective prerequisite/s, seek COI from the concerned instructor. It is upon the discretion of the instructor whether to grant COI or not.
 12. Review the curriculum to ensure that you are **taking the courses that will be credited towards a BS Economics/BS Business Economics program**. Our rule is self-advising. However, if you have questions, you may consult with an Undergraduate Committee member during the regular registration period. Contact the SE RVC so you will be queued for advising.
 13. Requests for teacher’s prerogative shall be considered **only when the regular registration period is over**. During the regular registration, students should use the waitlisting system in the CRS.

14. **Refer to the UPSE Primer** for the maximum units allowed per semester, and the substitution and crediting of subjects for the undergraduate degree programs.

Extra information for graduating students taking Econ 199: Refer to the Facebook account of the UPSE library (<https://www.facebook.com/upselib/>) for the guidelines on how to avail of their thesis-binding service.