

UP School of Economics
Enrollment Advisory No. 2023-01¹
Second Semester, AY 2022-2023
1 February 2023

1. Per OVPAA Memorandum No. 2022-127, “the 15-unit regular course load for undergraduate students” has been in force, effective First Semester, AY 2022-2023.²
2. 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). See table below.

Standing	BS Economics		BS Business Economics	
	1 st Sem	2 nd Sem	1 st Sem	2 nd Sem
Freshman	15 units	16 units	15 units	16 units
Sophomore	17 units	18 units	17 units	18 units
Junior	19 units	18 units	19 units	15 units
Senior	15 units	15 units	18 units	15 units

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.

3. 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. 5 for the guidelines.

Exemptions from the three-Econ-courses limit:

- Econ 122 for BS BE students (for students graduating during the semester of enrolment. Non-graduating senior standing students may be allowed depending on the assessment of the adviser.)
 - Econ 198 (Marketing Management) for BS BE and BS Econ students
4. 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.

¹ This is an updated version of the advisories issued on August 30, 2022 and September 2, 2022.

² <https://drive.google.com/file/d/1bkaU9h0byjUCgkPxaWQW6jTSoAa0VXRZ/view>

However, the academic load shall **not be more than 21 units**. Furthermore, overloading shall be applicable **only for non-Econ subjects**.

- Who may apply for permit to overload?
 - a. Has GWA of 2.0 or better
 - b. Does not have a DRP in the previous semester
 - c. Does not have an INC during the time of application for overloading. A student who has completed his/her INC but not yet reflected on CRS must show proof of completion.

 - 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. Use the following file name format:
 - Overload_AY#-Sem#_DDMMYYYY_StudentSurname
Example: Overload_AY2022-23-Sem2_01022023_DelaCruz
 - b. Accomplish the permit to overload and submit it to SE 101 (Ms. Joyce Evangelista) 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. 6.
 - 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. Joyce Evangelista (upse101.upd@up.edu.ph).
5. 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.
- What is the procedure to secure approval of permit to overload?
 - a. Get the permit to overload form from the SE RVC. Accomplish this form. Use the following file name format:
 - Overload_AY#-Sem#_DDMMYYYY_StudentSurname
Example: Overload_AY2022-23-Sem2_01022023_DelaCruz
 - b. Undergo advising with an Undergraduate Committee Member during the regular registration period. Contact the SE RVC so you will be queued for advising.
 - c. 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. Joyce Evangelista (upse101.upd@up.edu.ph).

6. 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.

7. 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. Use the following file name format:
 - Underload_AY#-Sem#_DDMMYYYY_StudentSurname
Example: Underload_AY2022-23-Sem2_01022023_DelaCruz

 - 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.”
 - **Health reasons:** medical certification to be validated by the University Health Service
 - **Unavailability of subjects:** certification by the adviser and copy of schedule of classes
 - **Employment:** copy of payroll and appointment papers indicating, among others, the duration of employment.
 - **Remaining subjects less than 15 units:** curriculum checklist certified by the SRE/College Secretary.

 - 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. Joyce Evangelista (upse101.upd@up.edu.ph).

8. Per OVPAAMemo No. 2022-127, the following academic rules/policies, suspended since the Second Semester AY 2019-2020, will be in force effective AY 2022-2023:
 - a. Academic delinquency rules - warning, probation, dismissal, permanent disqualification
 - b. Degree program retention rules
 - c. Maximum Residency Rule (MRR)

- d. Prerequisites (including the University policy on waiver of prerequisites)
 - e. The grading system (The No-Fail Policy is lifted.)
 - f. Deadline for dropping and leave of absence
 - g. Attendance (The faculty may adopt different attendance requirements considering their student's lack of or poor internet access.)
9. **Four Sem Rule:** According to the UPSE Undergraduate Primer:

A student must pass Econ 106 and Econ 131 within four (4) semesters from first enrolling in either Econ 101 or Econ 102, inclusive of the semester of first enrollment in either subject. Failure to comply with this scholastic delinquency rule will result in a student's dismissal from the School of Economics. (p. 16)

In line with OVPAA Memo No. 2022-127, the Four-Sem Rule in UPSE will also be in force starting the **First Semester, AY 2022-2023**.

Those who took Econ 101 and/or Econ 102 during the semesters when the Four-Sem Rule was suspended (i.e., Second Semester AY 2019-2020 to Second Semester, AY 2021-2022), will remain exempted from the rule. However, they are still advised to complete Econ 106 and Econ 131 as soon as possible so that they can enlist in higher Econ subjects that require these courses as prerequisites, especially Econ 199.

10. **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.
11. **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.

Per the UP Diliman General Catalogue on prerequisites to courses, under meritorious cases, "students who have **previously enrolled and fully attended**

a course that is a prerequisite to another may be allowed to enroll in and attend the latter course for credit, without having passed or earned credit to the prerequisite course.”³ The student shall obtain the following:

- certification from his/her instructor in the prerequisite course that he/she had fully attended the said course; and
- certification from the Vice-Chancellor for Student Affairs that the student’s failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her.

The student who is granted permission under these rules is required to **enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.**

12. 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. For higher Econ courses that require both Econ 101 and Econ 102, COI must be obtained for each prerequisite.⁴ The instructor has the discretion to grant COI or not.
13. 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.
14. Per OVPAA Memo No. 2022-115, GE Courses **cannot** be credited as free electives.⁵
15. 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.
16. **Refer to the UPSE Primer** for the maximum units allowed per semester, and the substitution and crediting of subjects for the undergraduate degree programs.

³ <https://our.upd.edu.ph/files/acadinfo/PREREQUISITES%20TO%20COURSES.pdf>

⁴ Based on the revised BS Econ and BS BE curricula, approved by the UP Diliman University Council during its 174th meeting on October 17, 2022, and by the UP President on November 7, 2022.

⁵ https://drive.google.com/file/d/12JlVu7Agg-6BwOQS8QP_6t0_o8Jtp0Av/view

17. For those applying for residence, the new harmonized residence fee is PhP 200.00.⁶
18. To be considered “**officially registered**” and receive credits for all the courses enlisted, students must have gone “through all the processes involved in registration up to payment of fees.”⁷ Students must lock their enlistment immediately after completion, and ensure that they have been tagged as post-advised, and assessed.⁸ Note that the last step is required for all students, both opting-in and out of UP’s free tuition offer, and allows the printing of Form-5 in CRS. Make sure that by the end of the registration period, your registration status in CRS is **Registered**.
19. **Extra information for graduating students taking Econ 199:** Download the thesis manual here: <https://bit.ly/40miMVR>. To avail the UPSE Library’s thesis-binding service, click here: <https://bit.ly/3Hm4awN>.

⁶ <https://drive.google.com/file/d/1HxOokSL6KZ0xPUW2ar6MFt6gvRD2cxW9/view>

⁷ <https://our.upd.edu.ph/files/acadinfo/REGISTRATION.pdf>

⁸ <https://our.upd.edu.ph/files/flowchart/swimlane.pdf>