



UNIVERSITY OF THE PHILIPPINES  
SCHOOL OF ECONOMICS

January 29, 2024

To: All Undergraduate UPSE Students

From:  Adrian R. Mendoza, PhD  
Chair, UPSE Undergraduate Committee

Subject: **Undergraduate Committee Advisory No. 2024-02: Reminders for the Regular Registration Period, Second Semester, AY 2023-2024**

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1. The regular registration period for the Second Semester of AY 2023-2024 is scheduled on January 31 to February 2, 2024. Advising will be done via a hybrid setup.
2. Students tagged as INB (Iskolar ng Bayan), under probation, and non-majors will be prioritized during the face-to-face (F2F) advising sessions. Students without urgent F2F concerns are encouraged to use the online advising platform on Zoom. SE-RVC will provide the Zoom details.
3. Per OVCAA Memorandum No. 2023-113, the "following University Policies shall be enforced during AY 2023-2024:
  - Academic delinquency rules
  - Degree program retention rules
  - Maximum Residency Rule (MRR)
  - Prerequisites (including the University policy on waiver of prerequisites)
  - Grading system
  - Deadline for dropping and Leave of Absence
  - Attendance (The faculty may adopt different attendance requirements considering their student's lack of or poor internet access, and other health-related concerns.)"<sup>1</sup>
4. For the updated rules on determining scholastic standing, please refer to the Undergraduate Committee Advisory No. 2024-01 dated January 29, 2024.
5. The minimum load per semester is **15 units**, while the maximum is the prescribed number of units according to the curriculum checklist of your degree program. This depends on the year level standing of the student (e.g., sophomore). See table below.

Standing	BS Economics		BS Business Economics	
	1st Sem	2nd Sem	1st Sem	2nd 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

<sup>1</sup> <https://ovcaa.upd.edu.ph/memos/memorandum-no-ovcaa-pfa-23-033-academic-policies-for-ay-2023-2024/>

6. Students may now access the **Curriculum Checklist module on CRS** to track their academic progress. Follow this link for more details: <https://our.upd.edu.ph/memoranda/2020/MEMO-No.-MTTP-20-07.pdf>. Please contact the SRE to reconcile any discrepancies between your personal records and the module.
7. **Underloading.** A student is considered underloaded if the total number of units enrolled for the semester is less than 15. The consequence of underloading without valid justification is disqualification from graduating with Latin honors.
  - 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.”
    - i. **Health reasons:** medical certification to be validated by the University Health Service
    - ii. **Unavailability of subjects:** certification by the adviser and copy of schedule of classes
    - iii. **Employment:** copy of payroll and appointment papers indicating, among others, the duration of employment.
    - iv. **Remaining subjects in the curriculum less than 15 units:** endorsement/certification by the SRE/College Secretary.

It is the sole responsibility of the student to establish the validity of the underloading, including the supporting documents. All required documents must be duly validated by concerned UP offices and must be submitted to SE 101 within the semester when the student was underloaded.

- Starting AY 2023-2024, application for underloading will be processed online using the **underloading module on CRS**. The general process is as follows:
  - i. When the student tries to lock enlistment while still underloaded, CRS will display a message if the student wants to apply for underloading or enlist additional subjects.
  - ii. If the student chooses to underload, CRS will display the underloading module, which asks the student about the details of the underloading, including the justification.
  - iii. Adviser endorses student’s underloading. Note that endorsement does not mean approval or validation of the justification for the underloading.
  - iv. College endorses student’s underloading. Note that endorsement does not mean approval or validation of the justification for the underloading.

See **Appendix** for the flowchart for underloading.

Students who have applied for underloading via the CRS module need NOT go through an advising session with a member of the Undergraduate Committee.

Despite the online processing of underloading, students are still advised to submit the accomplished Underloading Form to SE 101 for record keeping. The form may be accessed via this link: <http://tinyurl.com/2eanvwdy>.

8. **Overloading.** A UPSE student is considered overloaded for the semester if:
  - the total number of units is more than what is prescribed in the curriculum; or
  - the student enlisted in more than three (3) Econ subjects.

The following are exempted from the three-Econ limit:

- Econ 122 for BS BE students graduating during the semester of enrolment. Non-graduating BSBE students may be allowed depending on the assessment of the adviser.
  - Econ 198 (Marketing Management)
- Senior/graduating students may be allowed to carry an academic load of up to 21 units.
  - Non-senior students may be allowed to overload by up to three (3) units. However, the total academic load for the semester shall NOT be more than 21 units. Furthermore, overloading shall be applicable only for non-Econ subjects.

Who among non-senior students may apply for overloading?

- i. Has GWA of 2.0 or better;
- ii. Does not have a DRP or 5.0 in the previous semester;
- iii. Does not have an INC during the time of application for overloading. A student who has completed the INC but not yet reflected on CRS must show proof of completion; and
- iv. Not under probation.

What is the procedure for applying for overloading?

- i. Download the revised UPSE overloading form from this link: <http://tinyurl.com/2eanvwdy>. Use the following file name format: Overload\_AY#-Sem#\_DDMMYYYY\_StudentSurname  
Example: Overload\_AY2023-24-Sem1\_01022023\_DelaCruz
  - ii. Accomplish the overloading form and submit it to SE RVC/SE 101 for validation.
  - iii. Once the criteria are validated, undergo advising with a member of the Undergraduate Committee. Contact the SE RVC so you will be queued for advising.
  - iv. A student shall be allowed to overload once an Undergraduate Committee member approves the application for overloading. Send the signed overloading form to SE 101 ([upse101.upd@up.edu.ph](mailto:upse101.upd@up.edu.ph)).
9. Students who intend to **shift out of UPSE** and enlist in courses outside their current curriculum shall:
- Write a letter to the College Secretary to indicate intent to shift out of UPSE. The letter shall be noted by the College Secretary.
  - If applicable, accomplish the Request to Enlist in Courses Outside the Curriculum form. The form may be accessed here: <http://tinyurl.com/2eanvwdy>. The request shall be subject to the approval of the College Secretary.

10. **Four Sem Rule:** According to the official University Catalogue :

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; otherwise, the student is dismissed from the School.

- In line with OVPA Memo No. 2022-127, the Four-Sem Rule in UPSE has been implemented again 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.

11. **Prerequisites.** The OUR strictly implements the rule on prerequisites and corequisites. A course that requires prerequisites will NOT be credited unless the prerequisites of that course are taken, or if the said course allows the consent of the instructor (COI) as indicated in the official catalogue. Note that even if the instructor agrees to accept you in class and waive the prerequisite requirement but the official catalogue does not indicate COI as an option, the course will still NOT be credited without the prerequisite.

Make sure to check the following before enrolling in a course:

- Does the course have a prerequisite? None? **Proceed**.
- If the course has a prerequisite, have you taken the prerequisite? Yes? **Proceed**.
- If you have not taken the prerequisite, does the course accept Consent of Instructor (COI)? Yes? Accomplish the COI form.
  - ❖ If you have not taken the prerequisite and the course does not accept COI, **DO NOT enroll in that course**.

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.”<sup>2</sup> The student shall obtain the following:

- i. certification from his/her instructor in the prerequisite course that he/she had fully attended the said course; and
- ii. 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 those courses (e.g., Econ 101 before Econ 103, Econ 102 before Econ 104, etc.). If you decide to pursue higher Econ course/s without first completing their respective prerequisite/s, seek COI from the concerned instructor if COI is allowed. For higher Econ courses that require both Econ 101 and Econ 102, COI must be obtained for each prerequisite.<sup>3</sup> The instructor has the discretion to grant COI or not.

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<sup>2</sup> <https://our.upd.edu.ph/files/acadinfo/PREREQUISITES%20TO%20COURSES.pdf>

<sup>3</sup> 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.

13. Per OVPAA Memo No. 2022-115, GE courses **CANNOT** be credited as free electives.<sup>4</sup> For the updated list of GE courses, go to this site: <https://gec.upd.edu.ph/list-of-ge-courses/>. GE courses on this list will not be credited as free electives towards the BS Economics and BS Business Economics programs.

14. For BS Business Economics students:

- HRIM 108 and HRIM 164 are equivalent courses.
- BA 101, IE 31, and HRIM 112 are possible options to fulfill your Management Elective 1. In other words, taking one of these courses means that you will be able to satisfy Management Elective 1 in the BS BE curriculum. However, this does not mean that these courses are considered equivalent courses by the OUR and the departments offering them.
  - ❖ IE 31 and HRIM 112 are NOT considered as valid prerequisites for BA 170.
  - ❖ If the student has taken two or more courses among BA 101, IE 31, and HRIM 112, one will be credited as Management Elective 1 while the others can be credited as free electives.
  - ❖ The same logic applies to your Management Elective 2, Business Electives, and Finance Electives.
  - ❖ When choosing among BA 101, IE 31, and HRIM 112, anticipate your future plans. Choose the course that will most likely be a prerequisite in your preferred management, business, and finance electives in the future.
- Econ 122 and Econ 123 are credited as Finance electives.
- Econ 162 is credited as a Management elective.
- Econ 198 (Marketing Management) may be substituted for BA 170 as a Business elective.

15. At least three (3) of your free electives must be higher electives or must have a course number 100 and above (e.g., Psych 101). However, European Language courses, regardless of course number, can be credited as higher electives as long as they are not classified as GE courses (e.g., Span 10). Econ electives may also be credited as free electives.

16. **Econ 198.** According to the official University Catalogue, Econ 198 (Special Topics in Economics) may be taken two (2) or more times provided the topics are different.

17. **Official forms.** To standardize the forms used by students, please make sure that you get your blank copies form this repository: <http://tinyurl.com/2eanvwdy>. Other specialized forms may be requested from SE 101.

18. Review the curriculum checklist to ensure that you are taking courses that will be credited towards a BS Economics/BS Business Economics degree. Our rule is self-advising. However, if you have questions or clarifications, you may consult with a

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<sup>4</sup> [https://drive.google.com/file/d/12JIVu7Aqg-6BwOQS8QP\\_6t0\\_o8Jtp0Av/view](https://drive.google.com/file/d/12JIVu7Aqg-6BwOQS8QP_6t0_o8Jtp0Av/view)

member of the Undergraduate Committee during the regular registration period. Contact the SE RVC so you will be queued for advising.

19. **Prerog.** 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 on CRS.
20. For those interested in pursuing a minor, the following programs are available:
  - College of Education: Minor Program in Professional Education  
<https://educ.upd.edu.ph/application-for-minor-in-professional-education/>
  - Institute of Mathematics: Minor in Mathematical Foundations and Methods  
<https://math.upd.edu.ph/programs/minor-in-mathematical-foundations-and-methods>
21. For those applying for residence, the new harmonized residence fee is PhP200.00.<sup>5</sup>
22. Students must lock their enlistment immediately after completion of the desired units, and ensure that they have been tagged as post-advised and assessed.<sup>6</sup> The last step is required for ALL students, both opting-in and out of UP's free tuition offer, for the student to be able to generate the Form-5 via CRS. Make sure that by the end of the registration period, your status on CRS is *Registered*.
23. New shiftees and transferees are advised to submit all required documents and process the crediting of subjects within their first semester of admission into UPSE. For more information, contact SE 101 ([upse101.upd@up.edu.ph](mailto:upse101.upd@up.edu.ph)).

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<sup>5</sup> <https://drive.google.com/file/d/1HxOokSL6KZ0xPUW2ar6MFt6gvRD2cxW9/view>

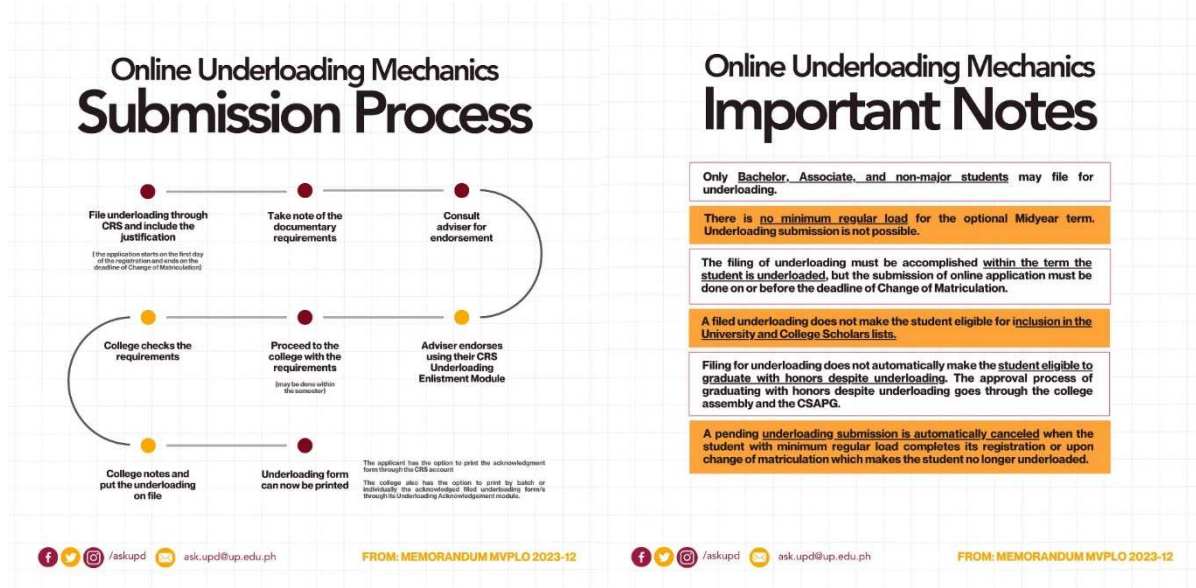
<sup>6</sup> <https://our.upd.edu.ph/files/flowchart/swimlane.pdf>



# Appendix 1. Online Underloading Process

Source:

<https://www.facebook.com/100063806361786/posts/836267531843451/?mibextid=rS40aB7S9Ucbxw6y>



/askupd ask.upd@up.edu.ph

FROM: MEMORANDUM MWPLO 2023-12

/askupd ask.upd@up.edu.ph

FROM: MEMORANDUM MWPLO 2023-12

## Online Underloading Mechanics Clarifications

Justification of Underloading and submission of required documents

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

**For unavailability of courses**  
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.

/askupd ask.upd@up.edu.ph

FROM: MEMORANDUM RQB 2024-01