



UNIVERSITY OF THE PHILIPPINES
SCHOOL OF ECONOMICS

4 August 2026

To: All Undergraduate UPSE Students

A handwritten signature in black ink, appearing to read "JCPunongbayan".

From: JC Punongbayan, PhD
Chair, UPSE Undergraduate Committee

Subject: **Undergraduate Committee Advisory No. 2026-03: Reminders for the Regular Registration Period, First Semester, AY 2026-2027**

1. The regular registration period for the First Semester of AY 2026-2027 is scheduled on 5-7 August 2026. Faculty advising will be conducted primarily online unless otherwise indicated. SE-RVC will provide the Zoom link and announce any face-to-face arrangements.
2. UPSE follows **self-advising** for students in good scholastic standing who do not have special concerns. Live/ face-to-face advising is mainly for students under probation, students applying for overloading, non-majors, and students with readmission, dismissal, prerequisite, curriculum, substitution, unresolved crediting concerns, or those tagged as INB (Iskolar ng Bayan). Shiftees and transferees are highly encouraged to undergo advising if they have clarifications about their new programs. Students with special concerns that do not require face-to-face advising are encouraged to use the online advising platform on Zoom. Students without special concerns should proceed through the regular CRS process.

Probationary students must first coordinate with the Office of the College Secretary or SE 101. They will be advised regarding the required face-to-face advising session, Notice of Advice, counseling session, and other applicable requirements. Students without special concerns should proceed through the regular CRS process and lock their enlistment when ready for post-advising.

3. Please take note of other important dates:
 - 7 August 2026: Last day of withdrawal of enlistments
 - 10 August 2026: Start of classes
 - 17 August 2026: Last day of change of matriculation
4. UP Diliman and UPSE scholastic standing rules remain in force, including academic delinquency rules, degree program retention rules, maximum residency rule (MRR), prerequisites, grading systems, and attendance rules.

At the end of every semester or midyear term, a student must have a cumulative WAG/CWA and EWA of **2.50 or better** and regular grades, excluding INCs and DRPs, in at least 60 percent of the units registered as of the last day of registration. Failure to satisfy these requirements places the student under probation for the following term.

Failure to remove probation at the end of the probationary term results in dismissal from the School. The UPSE Junior Rule also remains in force.

5. The minimum regular academic load is 15 units. The maximum normal load is the number of units prescribed for the semester under the student's applicable curriculum and year-level standing, as summarized below. Non-credit courses such as PE, Math 20, and NSTP are not counted toward the minimum academic load. Eng 1 is an academic course and counts toward the 15-unit minimum.

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

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 underloaded if the student is enrolled in fewer than 15 academic units, excluding non-credit courses such as PE, Math 20, and NSTP. Underloading without a valid justification may disqualify a student 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.

Students are responsible for establishing the validity of their underloading and submitting the required supporting documents. The documents must be validated by the appropriate UP offices and submitted to SE 101 within the semester of underloading. Preliminary supporting documents will be reviewed for purposes of adviser endorsement (see submission link below). Adviser and college endorsement does not constitute approval or validation of the justification; the validity of the justification and supporting documents will be evaluated through the appropriate OUR and CSAPG processes.

- 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 in 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.

However, for SE 101's record keeping purposes, students are still required to log their underloading application and submit preliminary supporting documents during the enrollment period through this Google Form: <https://forms.gle/SMsXHWMS44aar3e3A>. The supporting documents will be the basis of the adviser's endorsement of the underloading application.

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 122/123 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 167 (Economics of Marketing and 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.
- Students who become overloaded as a result of addmat/changemat should also sign the overloading form.
- Unapproved overloading may result in certain sanctions in the next enrollment, based on the assessment of the Undergraduate Committee.

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.

❖ Nevertheless, approval of overloading applications will be on a case-to-case basis, depending on the adviser's assessment.

Students overloaded by only one (1) unit are automatically eligible for approval, but they must still submit the overloading form and secure the required approval and signature.

- What is the procedure for applying for overloading?
 - i. Download the revised UPSE overloading form from this link: <http://tinyurl.com/2eanvwdy>. **Make sure that you use the 2025 version of the form.** Use the following file name format:
Overload_AY#-Sem#_DDMMYYYY_StudentSurname
Example: Overload_AY2026-27-Sem1_01022026_DelaCruz
 - ii. Accomplish the overloading form and submit it to SE RVC/SE 101 for validation. SE RVC will provide the Google Form link.
 - 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).

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:** Students first admitted before the First Semester of AY 2026–2027 remain governed by the Four-Sem Rule and the other requirements of their applicable curricula. In its 24 February 2025 meeting, the Faculty revised the Four-Sem Rule as follows:

"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 he/she will be put under probation. Failure to satisfy this rule at the end of the semester or midyear term he/she was put on probation will result in dismissal from the School."

Students first admitted beginning the First Semester of AY 2026–2027 are not covered by the Four-Sem Rule. Under the revised curriculum, Econ 199 requires Econ 106, Econ 131, and senior standing. Consent of Instructor is no longer allowed in lieu of Econ 131.

11. **Prerequisites.** The OUR strictly implements the rule on prerequisites and corequisites. A course that requires prerequisites will NOT be credited unless all prerequisites and corequisites have been completed and credited, 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.

Receiving a class slot through CRS does not establish that the student has satisfied the course prerequisites or that the course will be credited. Students must check the prerequisites and corequisites of every enlisted course.

If COI is expressly allowed as an alternative prerequisite, the student must submit a request through the CRS COI Request module after the pre-enlistment batch runs and ensure that the instructor or offering unit grants the request. CRS approval is ordinarily sufficient unless CRS or the offering unit indicates that written COI is also required.

If COI is not allowed, the student should not enroll in the course unless the prerequisite has been completed or the student's home unit has encoded an approved prerequisite substitute or waiver. Taking the prerequisite simultaneously with, or after, the course that requires it does not automatically remedy the deficiency and may require CSAPG approval.

Students invoking an exceptional University rule on prerequisites must coordinate with SE 101 so that the required documents, approvals, and CRS encoding can be determined before enrollment.

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."¹ 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 strongly 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.). Shiftees and transferees without Econ 11 are advised to first enroll in the course before taking Econ 101 and Econ 102. If you decide to pursue higher Econ course/s without first completing their respective prerequisite/s, submit a COI request through CRS and ensure that it is granted by the concerned instructor. For higher Econ courses that require both Econ 101 and Econ 102, COI must be obtained for each prerequisite.² The instructor has the discretion to grant COI or not.
13. Per OVPA Memo No. 2022-115, GE courses **CANNOT** be credited as free electives.³ 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. Note that the BS BE and BE Econ

¹ <https://our.upd.edu.ph/files/acadinfo/PREREQUISITES%20TO%20COURSES.pdf>

² 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.

³ https://drive.google.com/file/d/12JlVu7Aqg-6BwOQS8QP_6t0_o8Jtp0Av/view

curricula have prescribed GE courses (27 units): Fil 40, Soc Sci 1 OR Soc Sci 2, Eng 13, Econ 11, Philo 1, ARTS 1, Speech 30, KAS 1, STS 1 OR DRMAPS. This means that GEs taken in addition to these nine (9) courses will not be credited towards BS BE and BS Econ.

Incoming shiftees and transferees seeking credit for Econ 11 or for 4-unit Econ 101 or Econ 102 completed outside UPSE must comply with the applicable validation requirements. Students who completed Econ 100.1 and Econ 100.2 may apply for the Econ 11 validation process. Three-unit Econ 101 and Econ 102 courses completed outside UPSE cannot be validated as the 4-unit UPSE courses, although they may be credited as free electives where allowed.

14. Students are highly encouraged to take advantage of the available slots in seasonal subjects being offered this semester such as **Econ 118, Econ 122, Econ 123, and Econ 138.**

15. For BS Business Economics students:

- HRIM 164 is an approved Business Elective and is the recognized equivalent of the discontinued HRIM 108, subject to satisfaction of the applicable prerequisites.
- BA 102 is included among the approved Business Electives under the March 2026 curriculum revision.
- Econ 167 (Economics of Marketing and Management) is a new Business elective course offered by UPSE. As a result, Econ 198 (Marketing Management) will no longer be offered.
- For students following the 2025 BSBE curriculum, Stat 102 is the prescribed Business Elective. Stat 115 may be credited only as a Free Elective and cannot substitute for Stat 102.
- For students following the 2021 BSBE curriculum, Stat 115 may be credited as a Business Elective.
- 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 both 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.

16. **Clarification on the crediting of certain Econ subjects.** Econ 122, Econ 123, Econ 162, and Econ 167 (Economics of Marketing and Management) may be credited in the BS Business Economics and BS Economics curricula as summarized in the table below,

provided that the prerequisites were satisfied. In all cases, these courses will be part of the EWA computation.

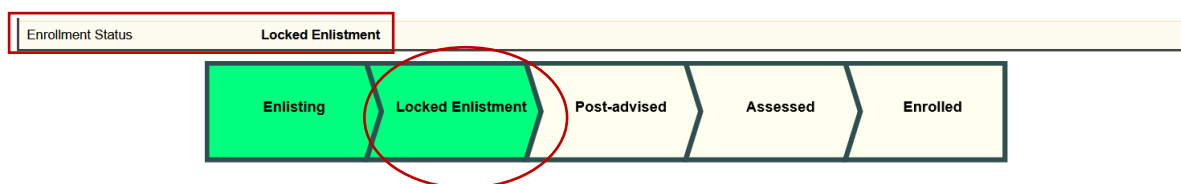
Course	BS Business Economics	BS Economics
Econ 122	Finance elective I; <u>OR</u> Econ elective; <u>OR</u> Free elective	Econ elective; <u>OR</u> Free elective
Econ 123	Finance elective II; <u>OR</u> Econ elective; <u>OR</u> Free elective	Econ elective; <u>OR</u> Free elective
Econ 162	Management elective II; <u>OR</u> Econ elective; <u>OR</u> Free elective	Econ elective; <u>OR</u> Free elective
Econ 167	Business elective; <u>OR</u> Econ elective; <u>OR</u> Free elective	Econ elective; <u>OR</u> Free elective

17. At least three free electives must be higher electives, generally courses numbered 100 or above. Foreign-language courses, regardless of course number, are considered higher electives, provided they are not classified as GE courses. Econ electives may also be credited as free electives, subject to the applicable curriculum.
18. **Econ 118, Econ 138, Econ 168, and Econ 178** may be taken two (2) times provided the topics are different. For multiple takes of Econ 118 and 138, those not credited as economic history elective or econometrics elective may be credited as Econ elective or free elective.
19. **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.
20. **Official forms.** To standardize the forms used by students, please make sure that you get your blank copies from this repository: <http://tinyurl.com/2eanvwdy>. Do not alter or modify the format of the forms. Other specialized forms may be requested from SE 101.
21. 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 member of the Undergraduate Committee during the regular registration period. Contact the SE RVC so you will be queued for advising.
22. **Prerog.** During regular registration, students should use the CRS waitlisting system. Requests for teacher's prerogative may be considered only after the regular registration period (i.e., starting **10 August 2026**) and remain subject to the instructions of the instructor, offering unit, and SE-RVC. Please ask RVC for more details.
23. 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>
- College of Arts and Letters: Minor Program in Applied Theatre and Performance, Minor Program in Theatre and Performance Praxes, Minor Program in Rhetoric and Interpersonal Communication
- College of Fine Arts: Minor Program in Ceramics Techniques, Minor Program in Printmaking Techniques

Students may pursue these recognized minor programs, provided they satisfy the requirements of the offering unit. Click here for the updated list of minor programs in UP Diliman: <https://our.upd.edu.ph/files/degprog.pdf>

24. For those applying for residence, the new harmonized residence fee is PHP 200.00.⁴
25. Students must **LOCK** their enlistment on CRS immediately after completion of the desired units, and ensure that they have been tagged as post-advised and assessed.⁵



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 enrollment status on CRS is **Registered**.

26. Incoming 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).

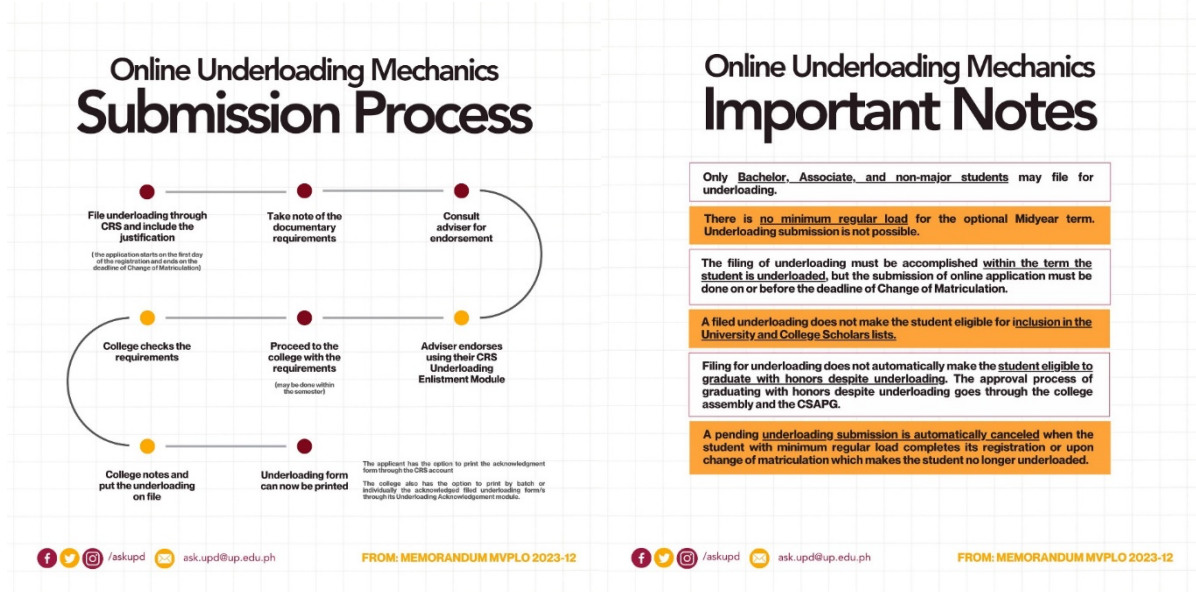
⁴ <https://drive.google.com/file/d/1HxOokSL6KZ0xPUW2ar6MFt6gvRD2cxW9/view>

⁵ <https://our.upd.edu.ph/files/flowchart/swimlane.pdf>

Appendix 1. Online Underloading Process

Source:

<https://www.facebook.com/100063806361786/posts/836267531843451/?mibextid=rS40aB7S9Ucbxw6v>



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.

FROM: MEMORANDUM RQB 2024-01