



17 September 2018

OUR Memorandum No. MTTP-2018-19

For: College Secretaries and Graduate Program Coordinators

Through: The Deans

From: 
Ma. Theresa T. Payongayong, PhD
University Registrar

Subject: Reminders regarding Certificate of Non-Attendance and “Forced DRP”

With regard to Withdrawal of Enrollment, Certificates of Non-Attendance, Forced Drop, and related matters, please be reminded of the following:

Withdrawal of Enrollment

A student enlisted in classes who wishes to withdraw enrollment may do so within the prescribed period set each semester (deadlines are included in the Academic Calendar of each academic year). Please see attached OUR Memorandum No. MRC 15-012.

Attendance and “Forced Drop”

From the UPD General Catalogue:

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject; provided, a faculty member may prescribe a longer attendance requirement to meet special needs. If the majority of the absences are excused, a student shall not be given a grade of 5.0 upon being thus dropped (often referred to as “forced drop”); but if the majority and the absences are not excused, the student shall be given a grade of 5.0 upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence. (UPD General Catalogue 2014, p. 36)

Certificate of Non-attendance

For students who never attended and/or enlisted in classes but did not proceed with enrollment and would like to eventually withdraw their enlistment/enrollment beyond the designated period, a certificate of non-attendance is warranted, duly signed by the instructor of each class (see attached OUR Memorandum No. MRC 16-011).


If a student was given a grade of 5.0 but was able to secure a certificate of non-attendance in that class, the grade of 5.0 must be withdrawn. After which, withdrawal of enrollment can be processed.

Thank you.



29 July 2015

Memorandum No. MRC15-12

For: All College Secretaries and Graduate Coordinators of Academic Units
From: 
Marityn R. Canta, PhD
University Registrar
Subject: **CANCELLATION OF ENLISTMENT/ CHANGE OF MATRICULATION**

Please remind students to file for **CANCELLATION OF ENLISTMENT** if:

- they have been granted classes during the preenlistment and/or regular enlistment period, but have decided **NOT TO PUSH THROUGH** with **ONE** or **MORE** (but not all) of them.

There is **NO ONLINE PROCESS** for this. Students should go to the respective Departments/Colleges where the subjects are being offered and have their enlistment in these classes cancelled.

FAILURE TO ATTEND CLASSES in **COURSES ENLISTED IN BUT NOT CANCELLED** means that:

- 1) the student is **EXPECTED TO PAY THE MATRICULATION FEES** covering these classes, failing which an **ACCOUNTABILITY** will be incurred. A student with an accountability will be tagged as **INELIGIBLE TO ENROL** in the next term; and
- 2) the student **WILL BE GIVEN GRADES IN ALL THE CLASSES ENLISTED IN**, whether or not these have been paid for.

Also, please remind students that failure to cancel enlistment in particular classes which they do not intend to attend **prevents other students** from enrolling in those classes. It is for this reason that they are made accountable for their enlistment in these classes.

DEADLINE FOR CANCELLATION OF ENLISTMENT IS AUGUST 6, 2015.

However, if students have already matriculated, they should apply for **CHANGE OF MATRICULATION (CoM)**, to cancel, add or change classes, as the case may be. **DEADLINE FOR CoM IS AUGUST 10, 2015.**

Thank you for your compliance.



UNIVERSITY OF THE PHILIPPINES DILIMAN

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22 March 2016

Memorandum No. MRC 16—11

FOR: COLLEGE SECRETARIES AND GRADUATE SCHOOL COORDINATORS

FROM:


Marilyn R. Canta, PhD
University Registrar

SUBJECT: TEMPLATE FOR CERTIFICATION OF NON-ATTENDANCE

Please find attached the template for Certification of Non-Attendance for students who enlisted in classes but did not withdraw their enlistment during the designated period.

Please note the added feature related to the verification of the signatures of the faculty and the endorsement by the College Secretary, who will verify that the withdrawal of enlistment is for ALL subjects enlisted in during the semester.

Thank you.

Certification of Non-Attendance

(for Withdrawal of Enlistment)

This certifies that (name of student) under _____ (degree program) with Student number _____ did not attend the class/es listed below during the (semester) of AY _____.

	Class Code	Course	Name of Faculty	Signature	Date	Verified by	Date
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____	_____

This certification is issued upon the request of the student to process the late withdrawal of all of his/her enlistment/s.

Endorsed by:

College Secretary

Date: _____

I hereby understand that I will be tagged as "Low Priority" in the next term's Preenlistment or will be delayed for 1 hour in the next term's Real-time Enlistment due to this late withdrawal of enlistment that prevented other students from enrolling in the class slots I held.

Date