



30 August 2023

MEMORANDUM MVPLO 2023-12

TO: College Secretaries and Graduate Program Coordinators

FROM: 
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University Registrar

SUBJECT: Deployment of the Underloading modules and Curriculum module for Advisers in CRS

To facilitate registration advising and to facilitate the filing of underloading, please be informed that the modules for Underloading and Curriculum module for advisers have been deployed in CRS.

For the Underloading, taking into consideration the final comments during the 24 August 2023 College Secretaries and GPCs meeting, the following modules have been deployed:

Underloading (Student Side)
Underloading Endorsement (Adviser Side)
Underloading Acknowledgement (College Side)

Please be guided by the Online Underloading Mechanics:

Submission Process

- The student files their underloading online through their Underloading module in CRS, indicating the reason for the underloading. In the case of unavailability of courses, the student lists the courses they intended to take.
- The student should take note of the documentary requirements for the underloading reason given.
- The student consults with its adviser for endorsement.
- The adviser endorses the underloading using their Underloading Endorsement module.
- The student proceeds to its college with the documentary requirements for acknowledgement.
- The college checks the documents submitted by the student against the documentary requirements.
- The college then notes and put the underloading on file.
- The underloading form may be printed by the student, college, and the OUR using its respective modules.

Important notes on Underloading

- Only Bachelor, Associate, and non-major students may file for underloading.
- There is no minimum regular load for the optional Midyear term. Underloading submission is not possible.
- The filing of underloading must be accomplished within the term the student is underloaded, but the submission of online application must be done on or before the deadline of Change of Matriculation.
- A filed underloading does not make the student eligible for inclusion in the University and College Scholars lists.
- Filing for underloading does not automatically make the student eligible to graduate with honors despite underloading. The approval process of graduating with honors despite underloading goes through college assembly and the CSAPG.
- A pending underloading submission is automatically canceled when the student with minimum regular load completes its registration or upon change of matriculation which makes the student no longer underloaded.

Henceforth, this online underloading process will supplant the manual process we are currently implementing in our colleges.

For the Curriculum module for Advisers, please take note that you might still encounter minor encoding errors. In such cases, please report the error to your respective SREs or to the OUR for corrections.

Furthermore, the curriculum module does not check for prerequisites yet. In the meantime, please enjoin your advisers to undertake due diligence in checking the prerequisites/corequisites of the courses taken up by your students.

For your information, guidance, and dissemination please.

Thank you very much.