



IMPORTANT DATES FOR UP ICE ENLISTMENT

(UPDATED AS OF AUG 26 2022)

Please note the following important dates:

Start of Pre-advising	Aug 22
General Waitlisting Period	Aug 22 – Aug 26
Departmental Waitlisting Period (Batch run)	Aug 26 – Sept 3
Departmental Waitlisting Period (Online prerog)	Sept 5 – Sept 12
Regular Registration Period	Aug 30 – Sept 01
Start of Classes	Sept 05
Last Day of Withdrawal of Enlistment	Sept 05
Deadline of Payment	Sept 12
Last Day of Change of Matriculation	Sept 12

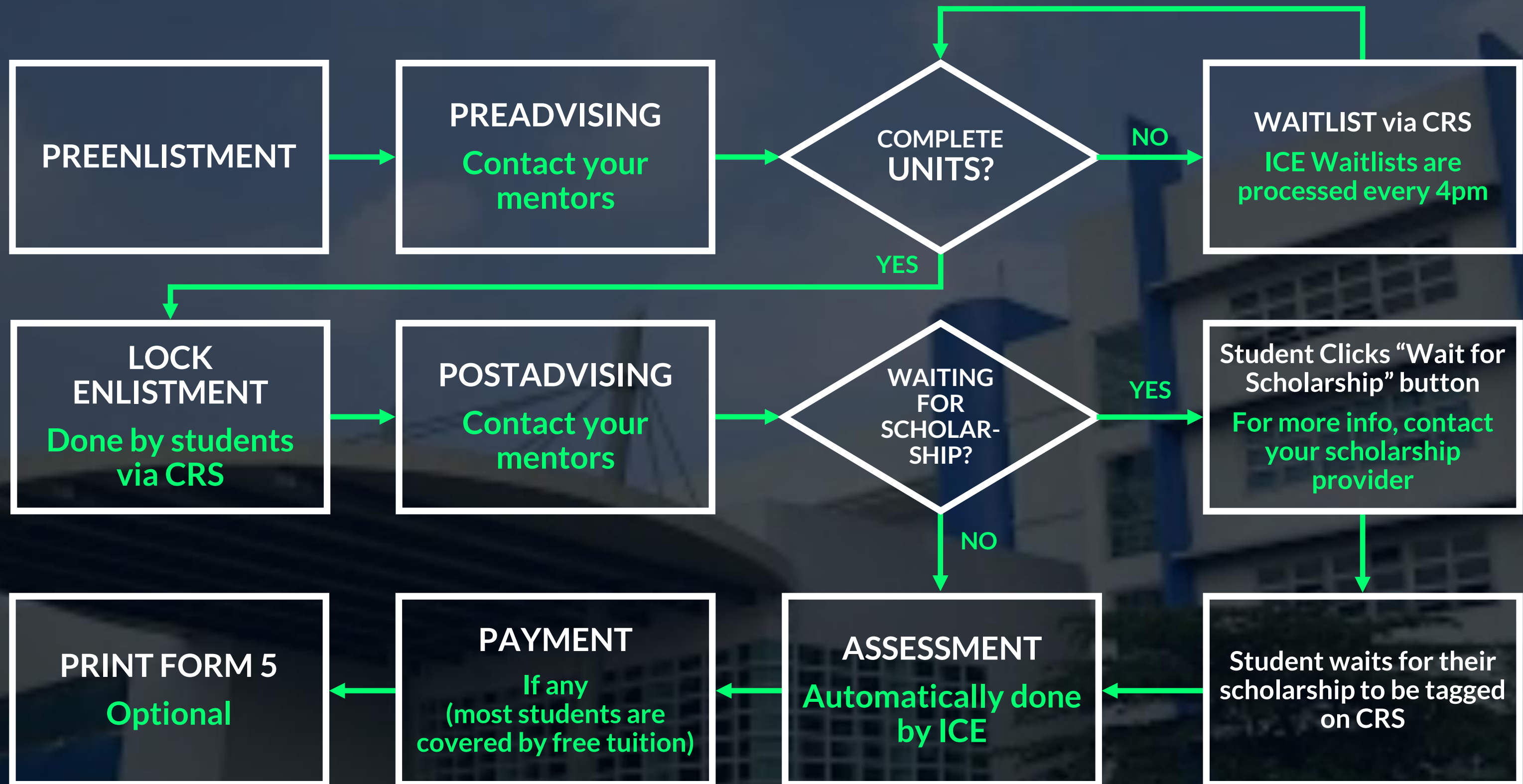
REG2223A01



UP ICE REGISTRATION FLOWCHART

(UPDATED AS OF AUG 26 2022)

Below is the general registration flowchart:



For more details, visit:

tinyurl.com/UPDRegProcess
tinyurl.com/UPDRegistrationGuide

REG2223A02





WAITLISTING REMINDERS

(UPDATED AS OF AUG 27 2022)

Waitlists for all courses are currently open as part of the **general waitlisting period**.

Waitlists for UP ICE-offered courses will be periodically opened and processed as part of the **departmental waitlisting period (batch processing)** starting on August 29 until September 3.

Students are advised to **keep waitlisting** for the subjects they need to provide the Advising and Registration Committee with an estimate on the additional demand so that appropriate adjustments may be done.

Avoid contacting individual faculty members asking for more slots (until Sept. 5).

REG2223A03



UP ICE ENLISTMENT POLICY on WAITLIST PROCESSING

(UPDATED AS OF AUG 26 2022)

During the **departmental waitlisting period**, waitlists for courses offered by UP ICE will be **opened each day** during **8am** and **processed** every **4pm**.

Students are advised to **keep waitlisting** for the subjects they need to provide the Advising and Registration Committee with an estimate on the additional demand so that appropriate adjustments may be done.

REG2223A04



UP ICE ENLISTMENT POLICY on SUBJECTS OUTSIDE THE CURRICULUM

(UPDATED AS OF AUG 26 2022)

Students are reminded that, due to the Free Tuition scheme under RA 10931, enlisting in any additional subject outside of the prescribed curriculum for **enrichment** purposes is **not allowed**.

Consult with your mentor for more information.

REG2223A05



UP ICE ENLISTMENT POLICY on NSTP COURSES

(UPDATED AS OF AUG 26 2022)

Students are reminded that NSTP 1 & 2 (ROTC / CWTS / LTS) must be taken under the **same offering unit** (e.g. both courses are offered by ICE).

Also note that NSTP Common Module and ROTC 1 / CWTS 1 / LTS 1 must be taken **first**.

Consult with your mentor for more information.

REG2223A06



UP ICE ENLISTMENT POLICY on GE COURSES

(UPDATED AS OF AUG 26 2022)

Students are reminded that their **GE Elective** is advised to be among the approved Social Sciences and Philosophy (SSP) courses:

Anthro 10	Lingg 1
Archaeo 2	Philo 10
Arkiyoloji 1	Philo 11
Demo 1	SAS 1
Econ 11	SEA 30
Ethics 1	Soc Sci 1
Geog 1	SOSC 3
L Arch 1	Socio 10

Consult with your mentor for more information.

REG2223A07





UP ICE ENLISTMENT POLICY on ACADEMIC LOAD

(UPDATED AS OF AUG 26 2022)

For undergraduate students, the maximum academic load is **18 non-laboratory units**, or **21 units including laboratory**.

In **exceptional** cases, students may be allowed to take a heavier academic load subject to the approval of their mentor and the College and if they meet the conditions below:

- (a) probable to **graduate** by the end of **AY 2022-2023**
- (b) **No unresolved INC** in AY 2021-2022

Fill out the following form:

tinyurl.com/UPICEOverloadingPermit2223A

Send the accomplished form to your mentor for processing.

REG2223A08





UP ICE ENLISTMENT POLICY on REQUEST FOR UNDERLOADING

(UPDATED AS OF AUG 26 2022)

Students may be allowed to take a lighter academic load (**less than 15 units, excluding PE and NSTP**) subject to the approval of their mentor and the College.

Fill out the following form:

tinyurl.com/UPICEPermitToUnderload

Send the accomplished form to your mentor for processing.

REG2223A09



UP ICE ENLISTMENT POLICY on WAIVER OF PREREQUISITES

(UPDATED AS OF AUG 26 2022)

Courses approved by the University Council as **prerequisites** to others may **not be waived**.

In **meritorious** cases, students who have **previously enrolled** and **fully attended** a course that is a prerequisite to another **may be allowed** to enroll and attend in the latter course for credit **without having passed or earned credit** for the prerequisite course.

All of the following conditions must be met:

- (a) Course to be taken with waiver of prerequisites must be **last of the major series**
- (b) Student must be expecting to **graduate this semester**
- (c) Prerequisite/s must have been **taken already**

Fill out the following form:

tinyurl.com/UPICEWaiverOfPrerequisites

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UP ICE ENLISTMENT POLICY on ONLINE PROCESSING OF DOCUMENTS

(UPDATED AS OF AUG 26 2022)

For the online processing of college documents students, kindly refer to the College of Engineering. Such documents includes (but is not limited to):

1. Applications for Graduation
2. Appeals for Readmission
3. Permit to Overload
4. Permit to Underload
5. Waiver of Prerequisites
6. Late Reg / Payment / Chagemat
7. Permit to Cross-Reg
8. Withdrawal of enlistment beyond the deadline
9. Return from LOA
10. Transfer to Non-Major Status or Voluntary Shifting-Out Status
11. Transfer to Permit to Transfer
12. Residency Enrollment

Links to the necessary forms and additional information may be found at:

bit.ly/CoEOnlineDocProcess

REG2223A11





UPDATED PRESCRIBED STUDY PLAN for ALL COHORTS

(UPDATED AS OF AUG 26 2022)

All students are advised to note of the prescribed study plan for their respective cohorts through the following link:

tinyurl.com/UPICEPrescribedStudyPlan2223A

Consult with your mentor for more information.

REG2223A12



OFFERING OF DRMAPS

(UPDATED AS OF AUG 27 2022)

All restrictions to DRMAPS courses, **except those assigned to UPDEPP**, will be lifted on **August 30, 2022**.

The remaining slots will be given **randomly** to **graduating students** in the **waitlist**.

For **enlistment concerns** regarding DRMAPS, you may send an email to **ice.upd@up.edu.ph**

REG2223A13



DRMAPS ONLINE PREROG

For Undergraduate Students

(UPDATED AS OF AUG 27 2022)

For **DRMAPS** enlistment, please email the following information to ice.upd@up.edu.ph with the subject line “**DRMAPS** enlistment”:

- 1) Name
- 2) Student Number
- 3) Degree Program
- 4) **DRMAPS** schedule you may be enlisted in

You may check out the availability of slots at:

tinyurl.com/2223ADRMAPS

REG2223A14



ONLINE PREROG FOR 2223A

For Both Undergraduate and Graduate Students

(UPDATED AS OF SEPT 2 2022)

The enlistment process for CE courses will be shifting to **Online Prerog** starting on **September 05, 2022**.

The courses offered by CE along with the offering faculty handling each section may be found in the link below:

tinyurl.com/ICE2223ACourseSched

You may also refer to the Faculty Contact Details tab for the corresponding email addresses of the faculty members of ICE.

Students should **directly communicate** their request to the faculty members facilitating the CE class of interest only **once the period for Online Prerog has begun**.

Students will only be enlisted upon endorsement of the faculty.

REG2223A15



UPDATED UP ICE ENLISTMENT POLICY on WAIVER OF PREREQUISITES

(UPDATED AS OF SEPT 2 2022)

UP ICE released a memo on September 1, 2022 on **Expanding the Applicability** of the **UP ICE Policy on Waiver of Prerequisites**.

Here, undergraduate students who received a mark of **INC** in **CE courses** taken in the recent semesters that are **prerequisites** to **CE courses** to be taken this coming **first semester AY 2022-2023** will be allowed to apply **for waiver of prerequisites**.

The full memo may be accessed at:

tinyurl.com/UPICE2223AWaiverPolicy

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