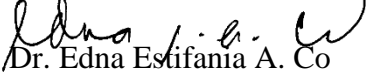




UNIVERSITY OF THE PHILIPPINES
Diliman Extension Programs in Pampanga and Olongapo

MEMORANDUM EEAC 20-04

FOR : GRADUATE FACULTY AND LECTURERS

FROM : 
Dr. Edna Estifania A. Co
Director

SUBJECT : Graduate students' records on enrolment and payment

DATE ISSUED : February 4, 2020

May I request please for your cooperation in checking the list of students officially enrolled in your GRADUATE (MM) class.

Please be informed that all MM students (in Pampanga and Subic) who attend our course should be officially enrolled. Official enrolment means that they have record of payment. The enrolment status of students are indicated in the official class list. If they are unpaid, they will have a marking next to their names that says "x Not Paid" or "locked". If they have already paid, however, their names will be followed by a check mark and a status that says "Paid".

1) In this regard, please request for the official list of enrolled students in your course. We will request ARF, our staff in charge of thee students' records, to furnish each one of you a copy of students enrolled in your course. I had spoken to him about this last Saturday. Indeed, he finds it imperative that our faculty/lecturers are informed who their official students are.

The list should also confirm payment of fees. Please talk to students who sit in your class but whose names do not appear in the list. In this case, we should advise the students to pay their fees so that they are considered officially enrolled. If for some important and valid reasons, the students cannot pay (which is unlikely in the case of Graduate Students because most if not all of them are working), they may be allowed to attend class but GRADES SHOULD BE WITHHELD until fees are settled.

Therefore, this requires coordination between faculty and staff in charge of students' records and enrolment.

2) In the case of students who are on Residency, their residency fees of PhP40. 00 per semester should also be paid for. Payment is done during enrolment period. Any non-enrolment of Residency will mean that the student is on AWOL.

This requirement does not apply to Undergraduate students because they are under the "Free Tuition" policy of the CHED.

Thanks for the usual cooperation.