



UP College of Music Freshmen Orientation 2018


Prof. Jocelyn T. Guadalupe, College Secretary

June 28, 2018

Mini-Hall, College of Music, University of the Philippines



Outline of Orientation

- ▶ University of the Philippines Diliman University Introduction
 - ▶ UP College of Music Introduction
 - ▶ Admission, Enrollment, Retention, Graduation Policies
 - ▶ Calendar and Important Dates for 2018
 - ▶ Departmental Advising (10:00 – 11:00 am)
- 



University of the Philippines Diliman

Introduction and University Policies

University of the Philippines Diliman



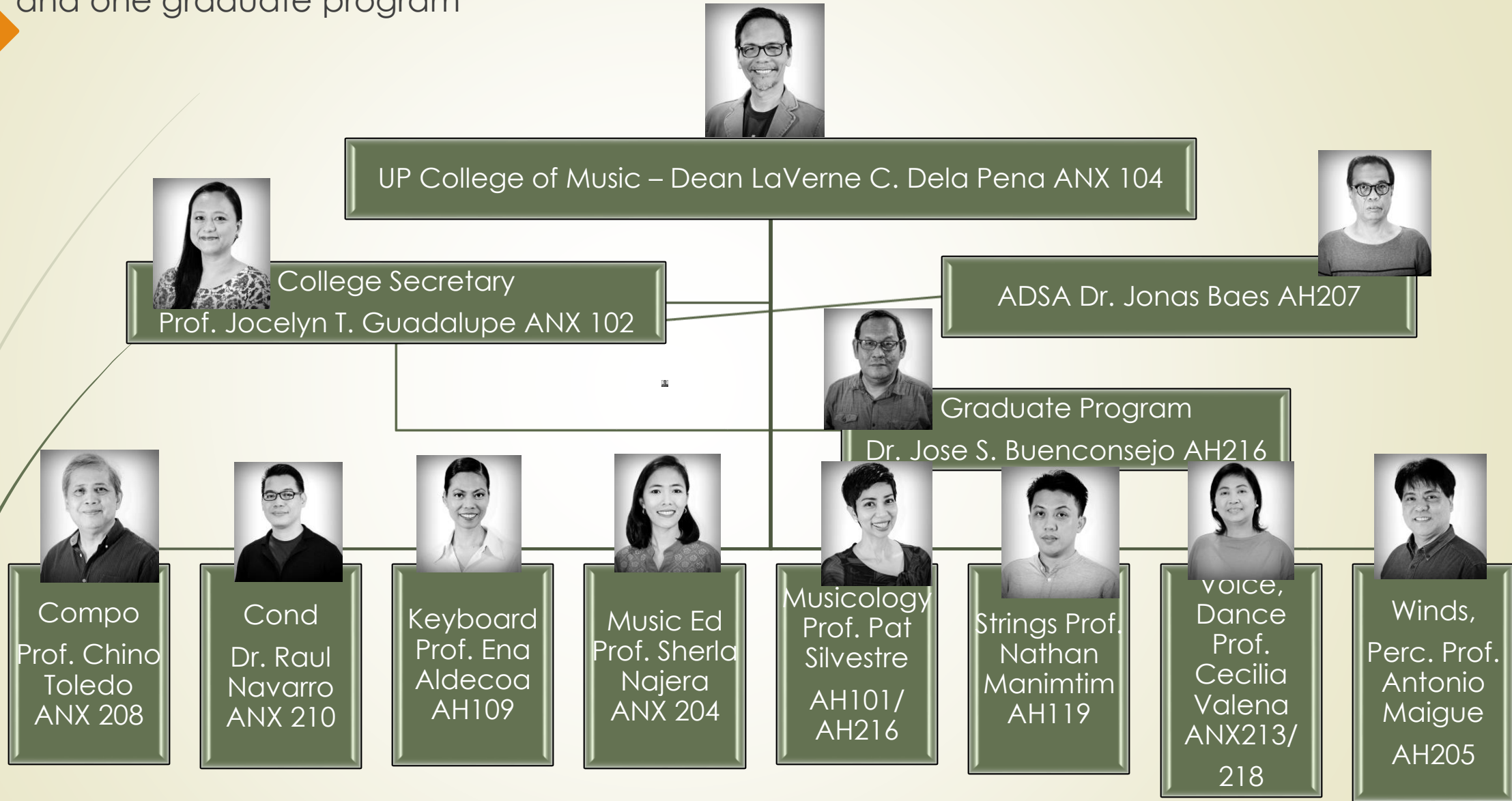
- June 18, 1908 – established to give advanced instruction in literature, philosophy, science, arts; to give professional and technical training to every qualified student regardless of “age, sex, nationality, religious belief, political affiliation.”
- UP Diliman has 27 degree granting units under 4 clusters: Arts and Letters, Management and Economics, Science and Technology, and Social Science and Law
- Programs offered: 120 undergraduate, 152 master’s, 1 juris doctor, 71 PhD, 32 pre and post baccalaureate certificate and diploma.

UP College of Music history and vision

- ▶ Established on September 4, 1916 originally in R. Hidalgo St., Quiapo, Manila with the aim to educate pupils in the formal study of music with a view of pursuing professional career in the musical arts (teachers, singers, or performers on any instrument)
- ▶ The College of Music was the first college to operate in UP Diliman in 1949.
- ▶ In 2015, the faculty revisited and revised the college's vision to **a community of thinking and creative performing artists and scholars transforming the world through ideas, sound, and movement.**



- In 2017-2018, the UP College of Music had a total of 370 students enrolled in the various programs (certificate, diploma, bachelor, master's, phd) spread out among 8 departments and one graduate program





UP College of Music vision-mission

Our Vision

A community of thinking and creative performing artists and scholars transforming the world through ideas, sound, and movement.

Our Mission

The University of the Philippines (UP) College of Music is dedicated to

- High quality instruction in music as a disciplined artistic expression, an object of intellectual passion, and as a creation that fosters social cooperation and community solidarities.
- Performing music, not merely for its technique, but as an authentic human expression that offers a unique and alternative vision of life that music is.
- Innovative music compositions, progressive pedagogical approaches, and persuasive theories and apt methods in research that would put Filipino leadership in the field of music in the Southeast Asian region.
- Music making that hastens national development by sensing, reflecting, and constructively critiquing it.

UP College of Music goals

Goals

The UP College of Music is committed to

- Providing music students with a comprehensive, balanced, and advanced music instruction in the art of performance interpretation that is solidly informed by deep intellectual work and methodical practice, thus allowing students to advance professionally and swiftly in their chosen fields of study.
- Offering a highly experiential training where instruction and opportunities to perform are integrated, thus hastening the development of students into mature professional musicians or as active music listeners later on in their lives.
- Performing Filipino works that will promote them and thus will develop an appreciation and an understanding of the Filipino genius in music.
- Serving the community of artists, academics, students, and common residents in UP Diliman and from adjoining communities in Quezon City through its Abelardo Hall Auditorium's Concert Series, the UP Music Extension Program, and through collaborations with UP music alumni, other Filipino performing arts organizations, and with local and foreign artists.
- Contributing to the literature of Asian art music in the region through the dissemination of the creative and academic works of the College faculty as performers, composers, pedagogues, and researchers.



UP College of Music values

Values

The UP College of Music faculty, non-teaching administrative staff, and students believe in achieving the mission, vision and goals of the College and thus maintain an environment that is maximized for music learning

- Where equity, collegiality, mutual support and care among teachers, students, and administrative staff are top priority so as to foster and maintain academic excellence.
- Where academic freedom is upheld as in respecting and tolerating the diversity of opinions but within the bounds of reason and shared responsibility in keeping the interest of the common good above selfish, often hidden, personal motivations.
- Where curricular programs in performance, music education, research, and composition have significance to the personal and professional growth of the College's studentry.
- Where individuals in the College proactively engage in leadership and public service that will benefit the Filipino people.
- Where activities initiated by individuals, performing groups, departments, and the College is appreciated and valued by others in the College and by the larger academic community of UP Diliman.
- Where administrative organizational infrastructures are honest, service-oriented, efficient, sustainable, and effective.
- Where hierarchical relationships among teachers, admin staff, and students are based on mutual respect and fairness, but tempered with compassion.
- Where achievements of students are measured, defined, and appreciated broadly, not merely in terms of fixed standards.



I. Admission



Admission, Enrollment, Retention, Graduation

▶ Admission:

BM - UPCAT, Music theory test, Audition/Interview, Psycho-social test*

DCPMA - Music theory test, Audition/Interview, Psycho-social test*

MM – BM, GPE, Interview/Audition/Teaching Demonstration

PhD – Master's degree, Music Portfolio, GPE, Interview

*Student must sign data privacy waiver form for advising purposes.

Admission, Enrollment, Retention, Graduation

► Admission Type:

1. Freshmen Regular
2. Shiftee from UP
3. Transferee from Another School (Validation of Credit* needed)
4. Second Degree (Validation of Credit* needed)
5. Graduate Student (MM, PhD)

*An admitted transfer student must validate all the courses s/he is offering for advanced credit at the rate of 18 units/semester within a period not exceeding 3 semesters from the date of admission to UP.

**Validation of Advance Credit for AY 2018-2019 is scheduled on
July 16 – Aug 9, 2018 (1st semester), Dec 15 – Jan. 17, 2019 (2nd semester),
May 20 – June 14, 2019 (midyear)

Admission, Enrollment, Retention, Graduation

Maximum Residency Rule or MRR – This rule states that students who fail to finish the requirements of a degree program of any college within a prescribed period of actual residence shall not be allowed to register further in that college. Under meritorious cases (i.e. depending upon the reason of delay), extension of residency may be granted. The maximum residency of each program is as follows:

| Program | Residency | Maximum Residency |
|---------|---------------------------------------|-----------------------|
| DCPMA* | 4 years | + 2 years = 6 years |
| BM* | 5 years | + 2.5 years = 7 years |
| MM | 2 years | + 3 years = 5 years |
| PhD | 6 years (if MM) 8 years (if no MM) | + 5 years = 11 years |



II. Enrollment



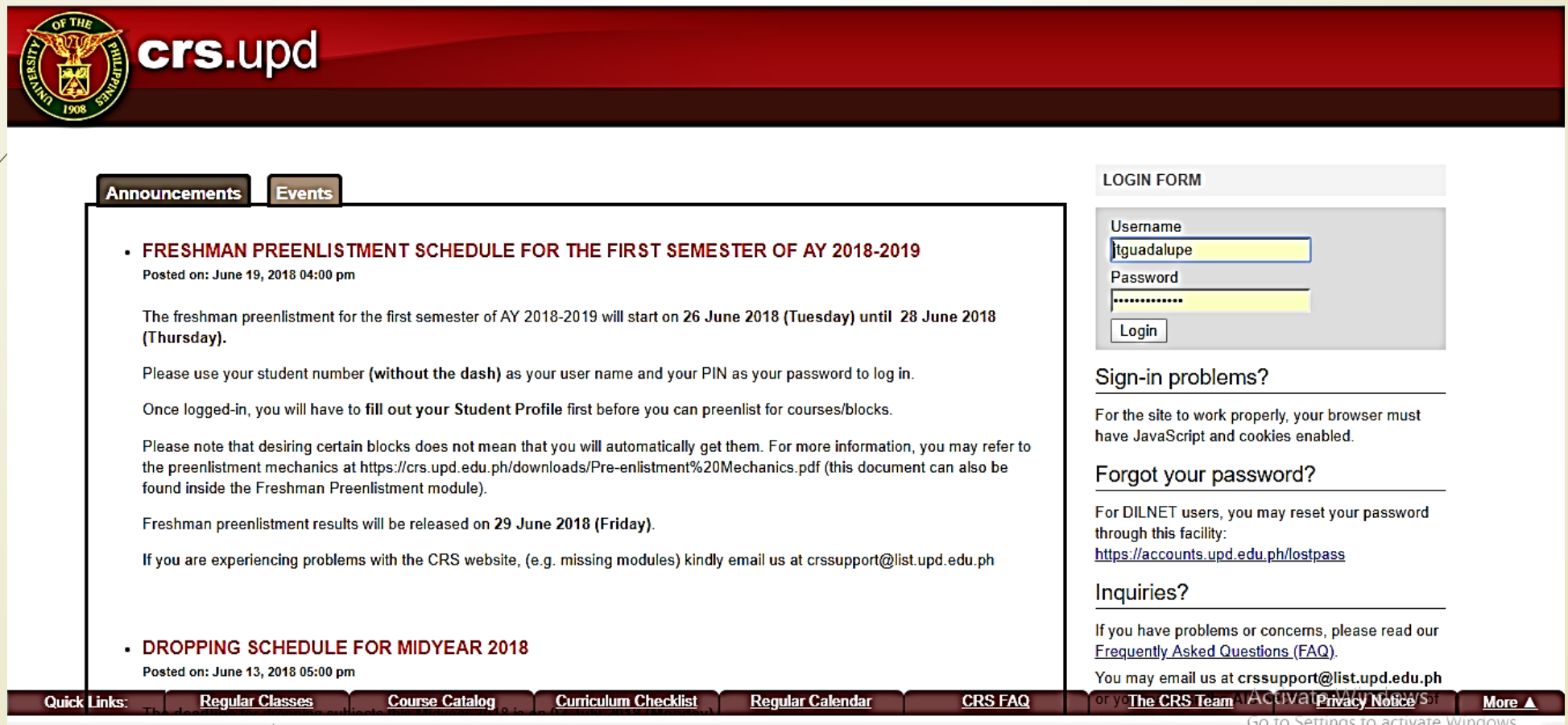
Admission, Enrollment, Retention, Graduation

| Academic calendar | Enrollment dates acad. year 2018-2019 |
|--------------------------------|---------------------------------------|
| August to December – First sem | July 30 – August 1, 2018 |
| January to May – Second sem | January 7 – 9, 2019 |
| June to July – Midyear term | June 3-4, 2019 |

- ▶ Regularly consult the bulletin board of the Office of the College for weekly or monthly announcements of schedules

Admission, Enrollment, Retention, Graduation

- ➔ **Registration** – Pre-enlist (see schedule at crs.upd.edu.ph) using your webmail account.



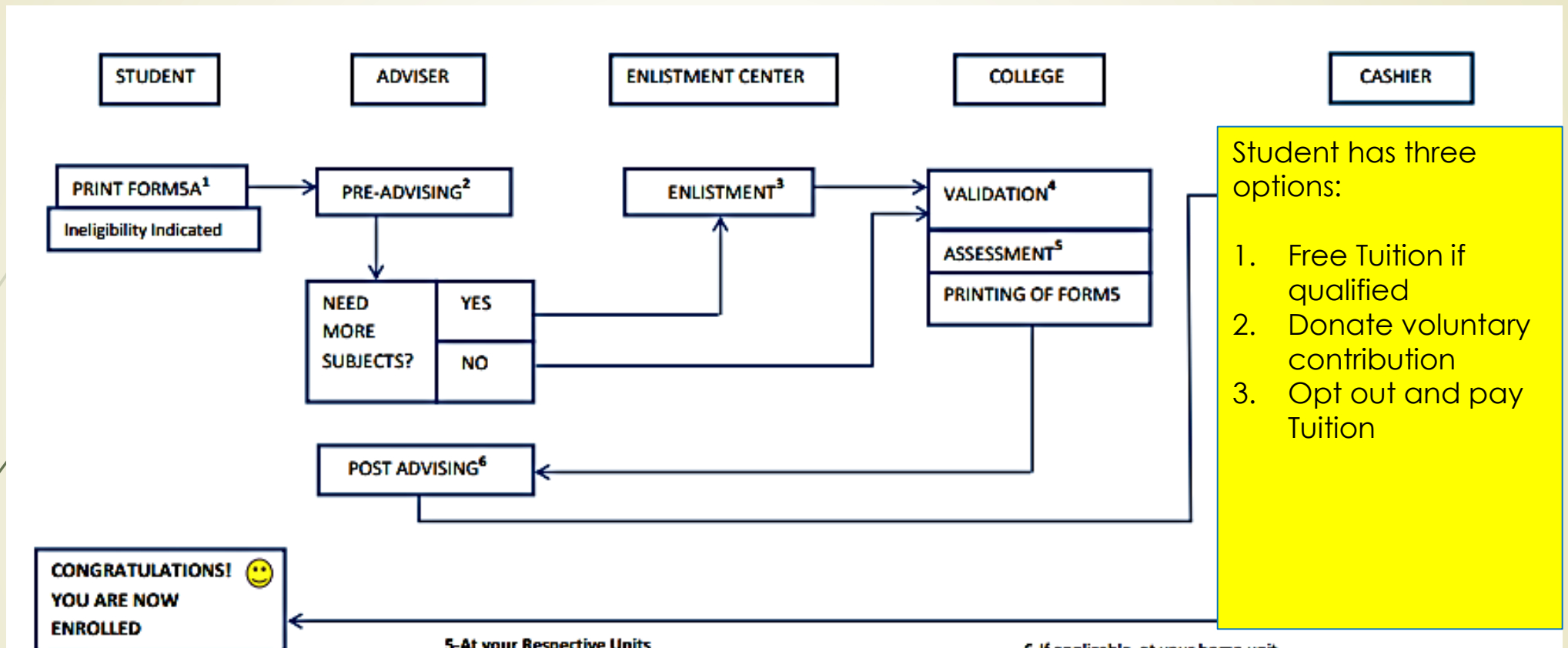
The screenshot displays the website for the Center for Research and Services (CRS) at the University of the Philippines Diliman. The header features the university's logo and the text "crs.upd". Below the header, there are two tabs: "Announcements" and "Events". The "Announcements" tab is active, showing two main announcements:

- FRESHMAN PREENLISTMENT SCHEDULE FOR THE FIRST SEMESTER OF AY 2018-2019**
Posted on: June 19, 2018 04:00 pm
The freshman preenlistment for the first semester of AY 2018-2019 will start on **26 June 2018 (Tuesday)** until **28 June 2018 (Thursday)**.
Please use your student number (**without the dash**) as your user name and your PIN as your password to log in.
Once logged-in, you will have to **fill out your Student Profile** first before you can preenlist for courses/blocks.
Please note that desiring certain blocks does not mean that you will automatically get them. For more information, you may refer to the preenlistment mechanics at <https://crs.upd.edu.ph/downloads/Pre-enlistment%20Mechanics.pdf> (this document can also be found inside the Freshman Preenlistment module).
Freshman preenlistment results will be released on **29 June 2018 (Friday)**.
If you are experiencing problems with the CRS website, (e.g. missing modules) kindly email us at crssupport@list.upd.edu.ph
- DROPPING SCHEDULE FOR MIDYEAR 2018**
Posted on: June 13, 2018 05:00 pm

On the right side of the page, there is a "LOGIN FORM" with fields for "Username" (containing "itguadalupe") and "Password" (masked with dots), and a "Login" button. Below the login form are links for "Sign-in problems?", "Forgot your password?", and "Inquiries?".

At the bottom of the page, there is a "Quick Links" section with buttons for "Regular Classes", "Course Catalog", "Curriculum Checklist", "Regular Calendar", "CRS FAQ", "The CRS Team", "Activate Windows", "Privacy Notice", and "More".

Admission, Enrollment, Retention, Graduation



CONGRATULATIONS! 😊
YOU ARE NOW ENROLLED

- 1-Your own Form5A or from College
- 2 -If applicable, at your home unit
- 3-Ineligible students cannot enlist subjects through E-PREROG
- 4-Can't be validated if tagged as ineligible. Student has to clear his/her deficiency with concerned unit and have his/her status untagged to be eligible for validation, assessment and printing of Form5

5-At your Respective Units
If Foreign Students/Students with Scholarships Faculty/Dependents

- Have first your Form5A/COM validated before you go to the O.U.R.
- Proceed to OUR-ARS for Assessment and Printing of Form 5
- Go to College for Post Advising

NOTE: Students with STFAP

- If STFAP bracket is incorrect, go to OSSS and have it corrected and go back to your college for Assessment and Printing of Form 5

6-If applicable, at your home unit

7-PAYMENT CENTERS

- U.P.Theater
- LandBank
 UP Diliman RF
 Code No. 1462-2220-48
- DBP
 Code No. 0455-0244-58-030

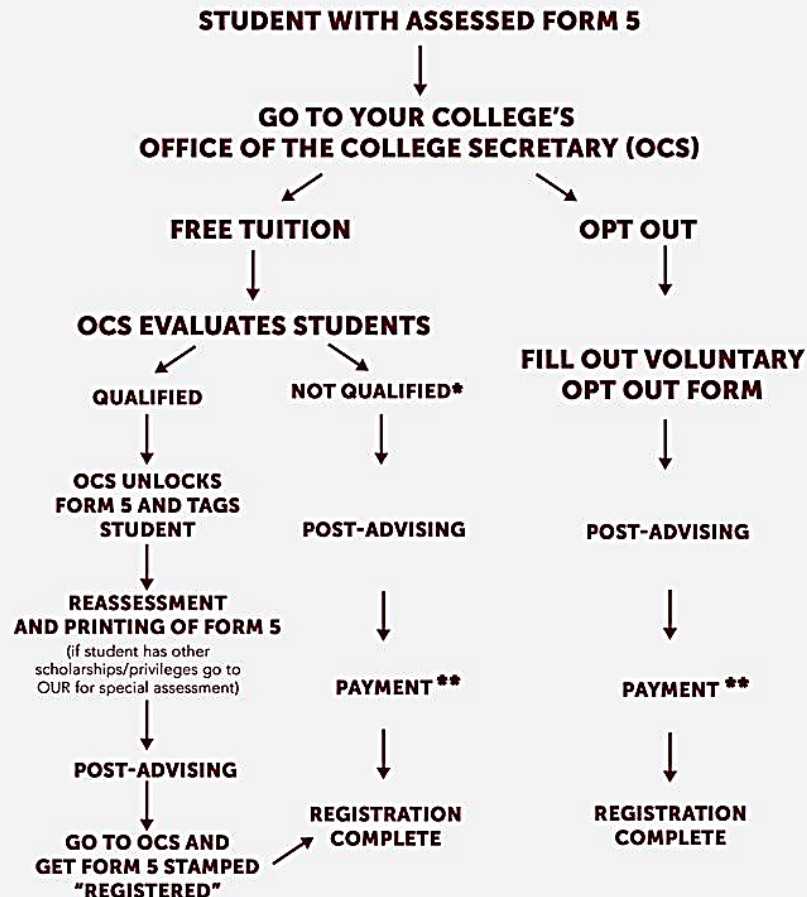
NOTE:

- 1. Payment can be in the form of Cash, Manager's/Cashier's check

Admission, Enrollment, Retention, Graduation



UPDATED REGISTRATION PROCESS FLOW



*Not qualified - Non-undergraduate students and students taking their 2nd undergraduate degree
**For those who wish to appeal their SFA/STS Brackets and for those who applied for SFA/STS in the 2nd round of applications, you are advised not to proceed with payment. Late payments will be accepted and please wait for further announcements regarding SFA appeals and results.

- **Socialized Tuition System or STS**
 - UP implements R.A. 10931 which provides free tuition but also requires a return service agreement. Students have three options (1) to avail of free tuition, (2) to opt out / pay tuition, (3) to donate an amount as voluntary contribution. For those not covered by free tuition, you may see the Office of Scholarships and Student Services allocated at the 2nd floor of Vinzon's Hall

Admission, Enrollment, Retention, Graduation

- ▶ **Curriculum Checklist** – Follow religiously.
- ▶ **General Education Subjects** – 24 units
 1. **ENG 13**
 2. **Arts 1**
 3. **Fil 40**
 4. **Kas 1**
 5. **Soc Sci 1**
 6. **Philo 1**
 7. **Math 10**
 8. **STS 1**

Admission, Enrollment, Retention, Graduation

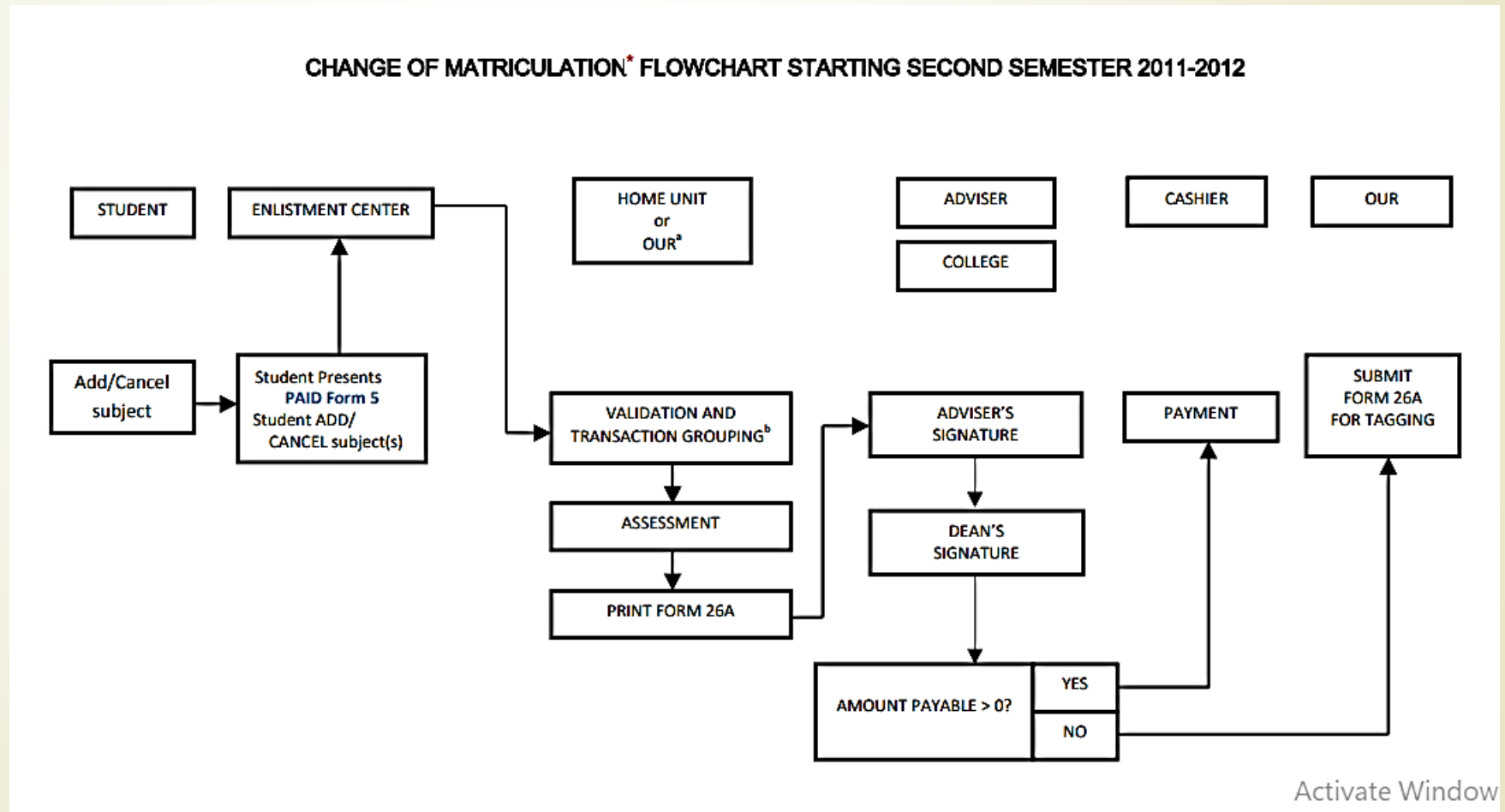
- **Proficiency Examination in Physical Education (PEPE)** (or credit by examination), in PE courses is given to enable students who are already skillful in one (1) or more sports to acquire advance units in PE. Any student who passes a PEPE shall be given credit for the corresponding PE course. Students may take proficiency examination in one (1) or more courses to meet the PE requirements. The examination is given twice a year, i.e., before the start of every semester.

Admission, Enrollment, Retention, Graduation

- ▶ **National Service Training Program (NSTP)** – Under the NSTP Act of 2001, starting AY 2002-2003 all freshmen, male or female, must take 6 units of any of the following:
 - ▶ - Civic Welfare Training Service (CWTS)
 - ▶ Literacy Training Service (LTS)
 - ▶ Reserved Officers' Training Program (ROTC) / Military Science (MS)
 - ▶ Please note: Same component, same college. Some colleges offer 1 & 2 in the Midyear. Band members with scholarship must enroll in MS/ROTC 1 & 2.
 - ▶ For transfer students, to credit your NSTP, go to the NSTP office for validation, bring your OTR.

Admission, Enrollment, Retention, Graduation

- 1. **Change of Matriculation (CoM)** – Change of matriculation is the addition and/or cancellation of a class and/or change of section after a student has officially registered. It is processed online.





III. Retention



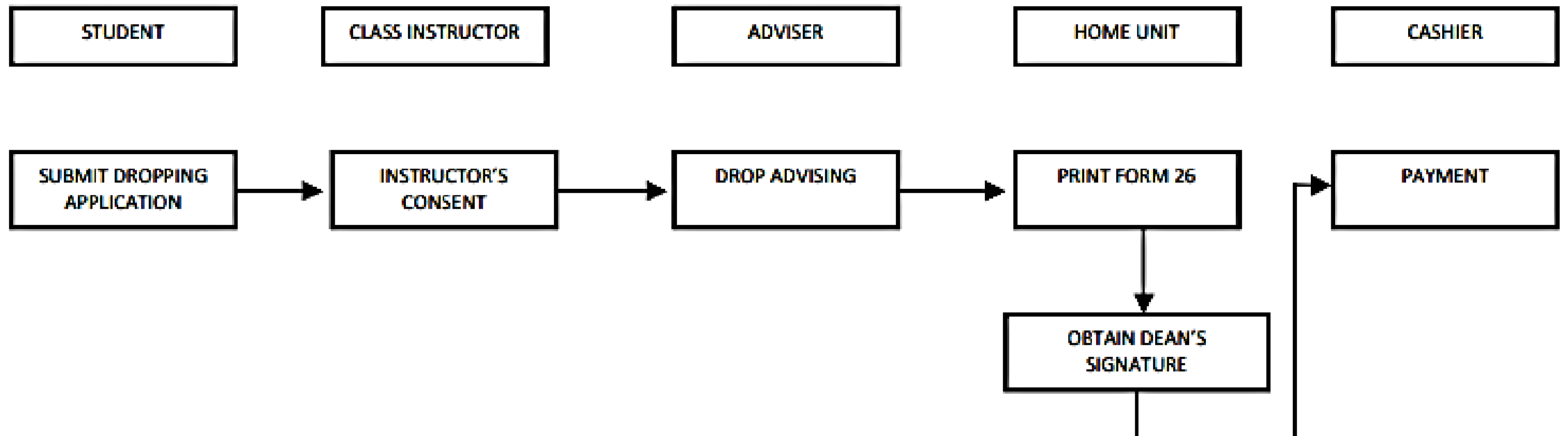
Admission, Enrollment, Retention, Graduation

- ▶ **Attendance** – Not more than 6 absences for classes that meet twice a week, but not more than 3 absences for classes that meet once a week
- ▶ **Excuse Slip** – If reason of absence is health/sickness, secure medical certificate from the UP Health Service (UP Infirmary).
- ▶ **Dismissal/Suspension** – As a rule, classes should be dismissed at least 10 minutes before the end of the period, with the option to make it 15 minutes for students who need more time to get to their next class.
- ▶ Only the Chancellor has the authority to dismiss [suspend] classes, except in unusual cases where the Dean/Head of unit may.

Admission, Enrollment, Retention, Graduation

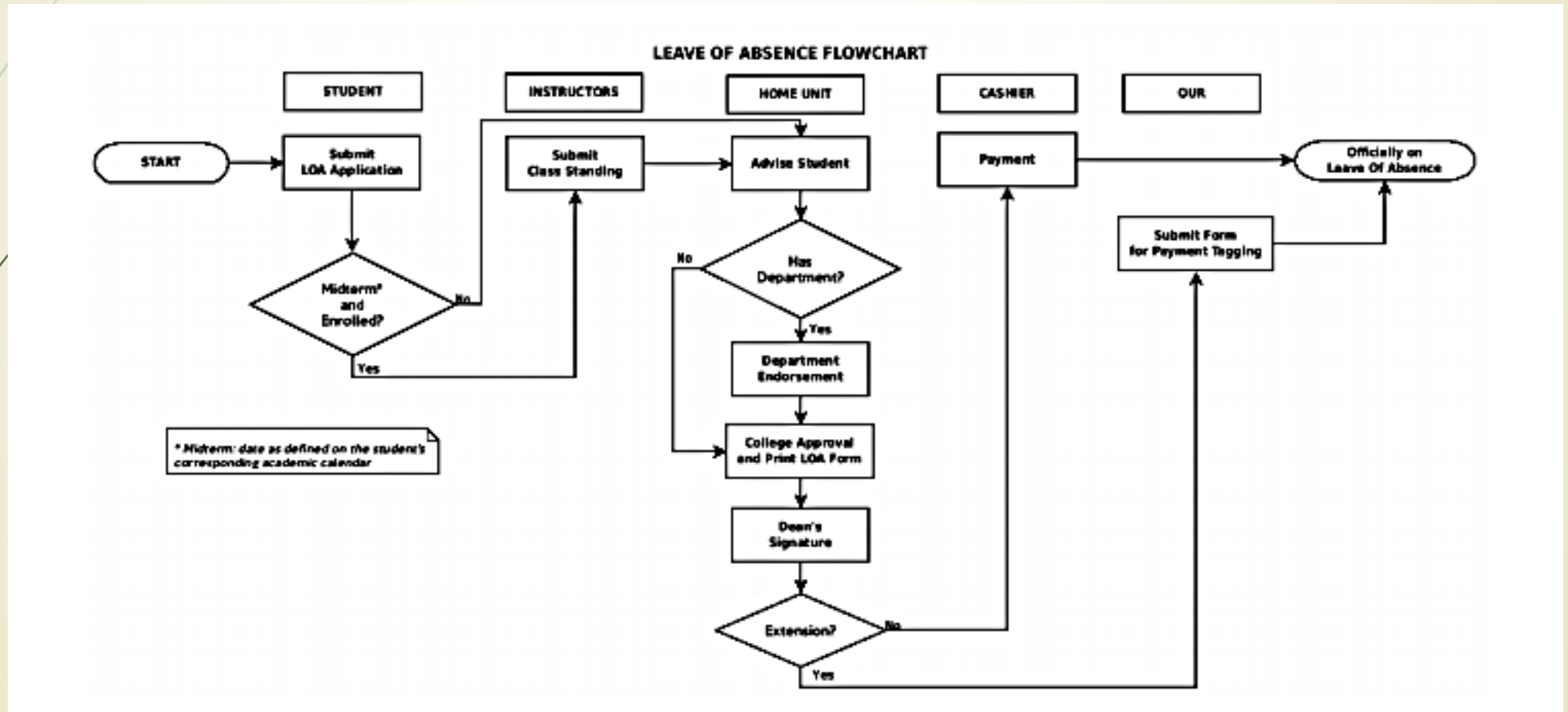
- ▶ Dropping of subjects (if not attending or absences reached more than the allowable number to avoid grade of 5.00)

DROPPING FLOWCHART



Admission, Enrollment, Retention, Graduation

- Leave of Absence (If you have to stop schooling for one reason or another, file an LOA so that you will not be tagged as AWOL, for which you will have to apply for re-admission in your program.)



Admission, Enrollment, Retention, Graduation

- Grade for course work The work of students shall be rated at the end of each semester/trimester/term in accordance with the following grading system: [Art.369; 27th UC meeting, Dec. 14, 1991; 1179th BOR meeting, Feb. 26, 2004*]

| UPPER | LOWER |
|---------------|------------------|
| 1.0 Excellent | 2.5 Satisfactory |
| 1.25 | 2.75 |
| 1.5 Very Good | 3 Pass |
| 1.75 | 4 Conditional |
| 2.0 Good | 5 Fail |
| 2.25 | Inc Incomplete |

Admission, Enrollment, Retention, Graduation

- **Grade of INC/4.0** – Removal of the “Inc/4.0” must be done within the prescribed time [one (1) academic year within which there are three (3) regular removal periods] by passing an examination or meeting all the requirement of the course, after which the student shall be given a final grade based on his/her overall performance. The grade of “4” is automatically changed to “5” when the one-year grace period for removal has lapsed. The University Registrar will change the grades from “4” to “5”. The Permit for Exam form duly signed by the faculty and College Secretary is required. A student who will complete/remove grades with INC/4.0 during the semester/midyear should have residency status.

Admission, Enrollment, Retention, Graduation

➤ **IMPORTANT! College Retention Rules**

- Any student who, at the end of the semester, obtains a grade of incomplete in any MAJOR course has one year or two (2) semesters to complete that course. The student may either re-enroll the subject or complete his deficiency. If the student fails to obtain a final grade, or if the grade is a 5, he will be placed on probation or may be dropped from the program.
- Music Theory subjects (MuT 10, 11, 12, and 13) are basic music courses. Any student who obtains two (2) consecutive grades of five (5) in these courses shall be disqualified from the College. A course cannot be enrolled for more than two times

Admission, Enrollment, Retention, Graduation

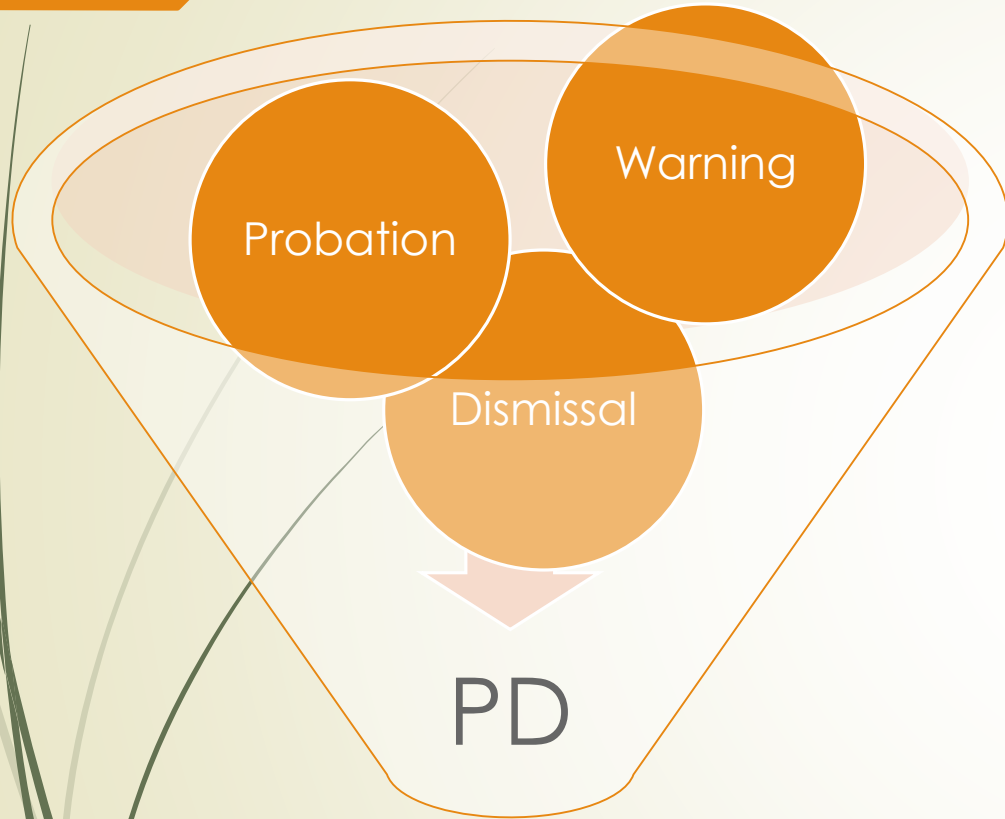
- ▶ **University Scholar/College Scholar (Honorific Scholarships).** The University recognizes academic excellence by conferring the following honorific scholarships. (These do not entitle the holders to any tuition waiver or discounts.)
- ▶ **University Scholar.** Any undergraduate student who obtains at the end of the semester an absolute minimum weighted average of “1.45” or better, or a graduate student with an absolute minimum weighted average of “1.25” or better is given this honorific scholarship. University Scholars are listed in the President’s list of Scholars.
- ▶ **College Scholar.** Any undergraduate who, not being classed as University Scholar, obtains at the end of the semester an absolute minimum weighted average of “1.75” or better, or a graduate student who obtains an absolute minimum weighted average of “1.5” or better is given this honorific scholarship. College Scholars are listed in the Dean’s List of Scholars.

Admission, Enrollment, Retention, Graduation

➤ **Good Scholastic Standing**

➤ A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of "3" or higher in at least 75% of the total number of academic units in which s/he is registered.

➤ **Warning.** Students who obtain final grades at the end of the semester below "3" in 25% - 49% of the total number of academic units which they are registered shall be warned by the Dean to improve their work.



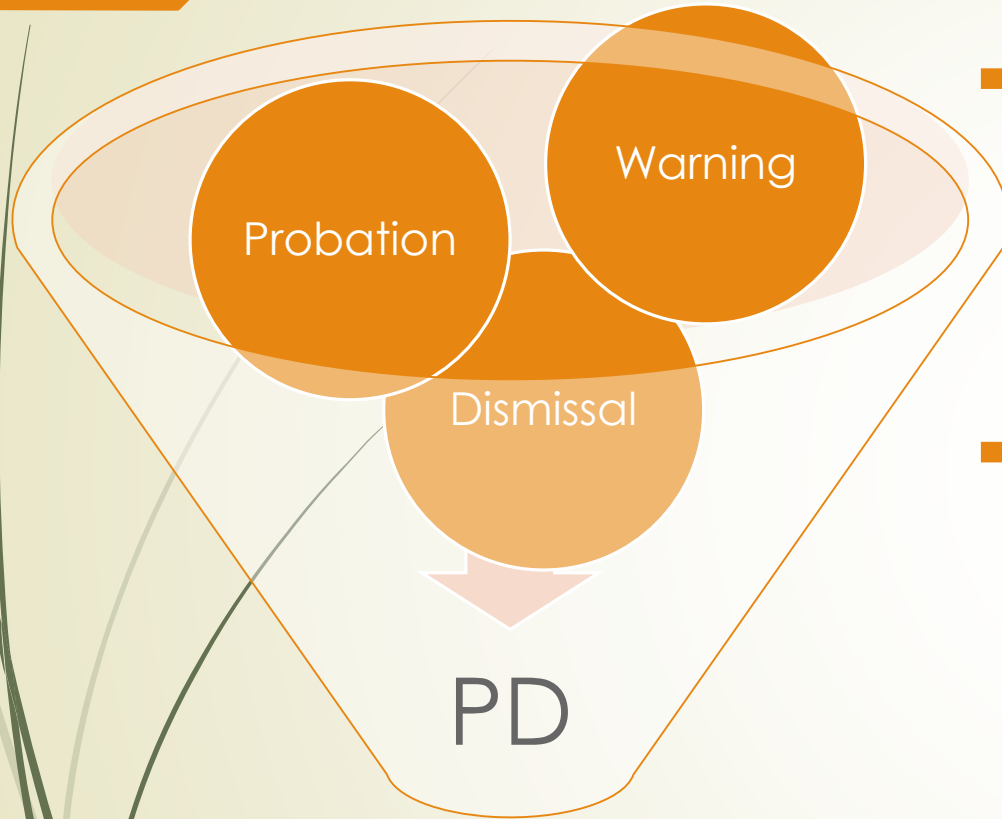
Admission, Enrollment, Retention, Graduation

➤ **Good Scholastic Standing**

➤ A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of “3” or higher in at least 75% of the total number of academic units in which s/he is registered.

➤ **Probation.** Students who at the end of the semester, obtain final grades below “3” in 50% - 75% of the total number of academic units in which they have final grades shall be placed on probation of the succeeding semester and their load shall be limited to the extent to be determined by the Dean.

➤ Probation may be removed by passing with grades of “3” or better in more than 50% of the units in which they have final grades in the succeeding semester.



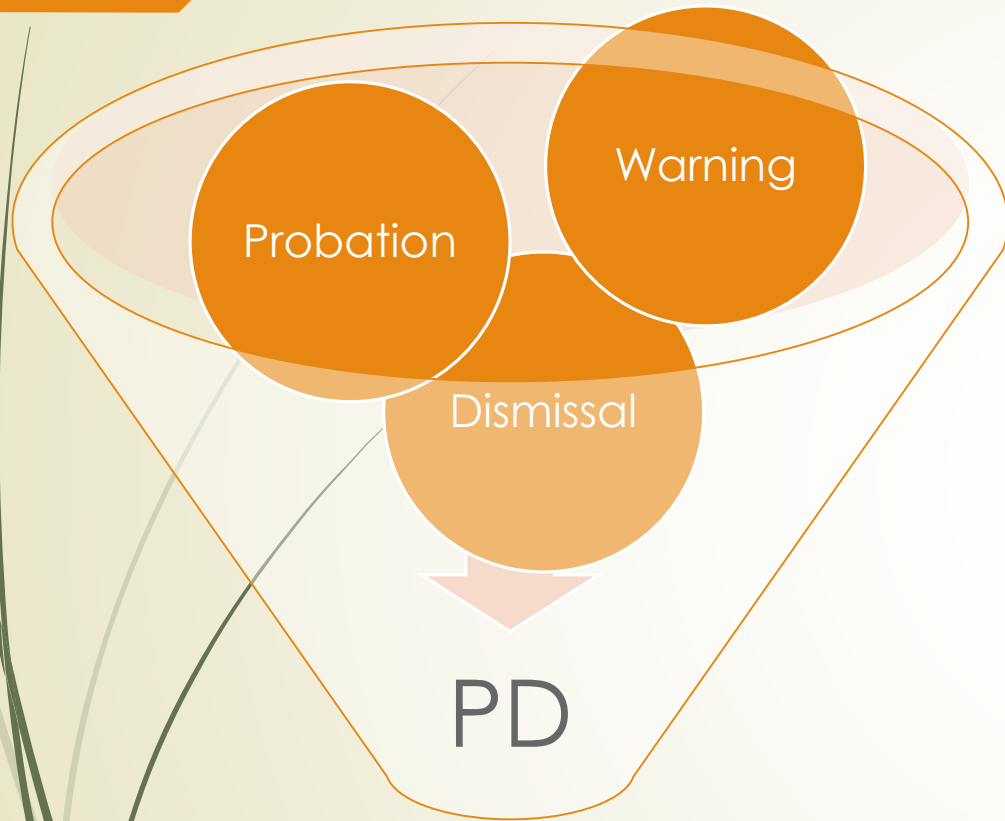
Admission, Enrollment, Retention, Graduation

➤ **Good Scholastic Standing**

- A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of “3” or higher in at least 75% of the total number of academic units in which s/he is registered.

- **Dismissal.** Students who at the end of the semester obtain final grades below “3” in at least 76% of the total number of academic units which they receive final grades shall be dropped from the rolls of the college or school.

- **Permanent Disqualification.** Students who, at the end of the semester, obtain final grades below “3” in 100% of the academic units in which they are given final grades shall be permanently barred from readmission to any college of the University.



Admission, Enrollment, Retention, Graduation

IMPORTANT!

- ▶ **Updating of Records** – Students are advised to see Ms. Connie, Office of the College Secretary in March (2nd semester) and October (1st semester) for checking of grades/credentials.

Admission, Enrollment, Retention, Graduation

IMPORTANT!

- ▶ **2012 Code of Student Ethics**
- ▶ **No freshmen is allowed to join any frat/sorority/organization during the first year of study.**
- ▶ **Acts of Misconduct:** Intellectual dishonesty, harm, harm to persons, damage to property, inappropriate behavior, violation of policies on use of IT resources
- ▶ **Corrective measures:** Admonition, cancellation of registration, suspension, expulsion, withdrawal of degree, fine, disqualification from honors, reparation, restitution, Suspension of IT privileges, community service



IV. Graduation

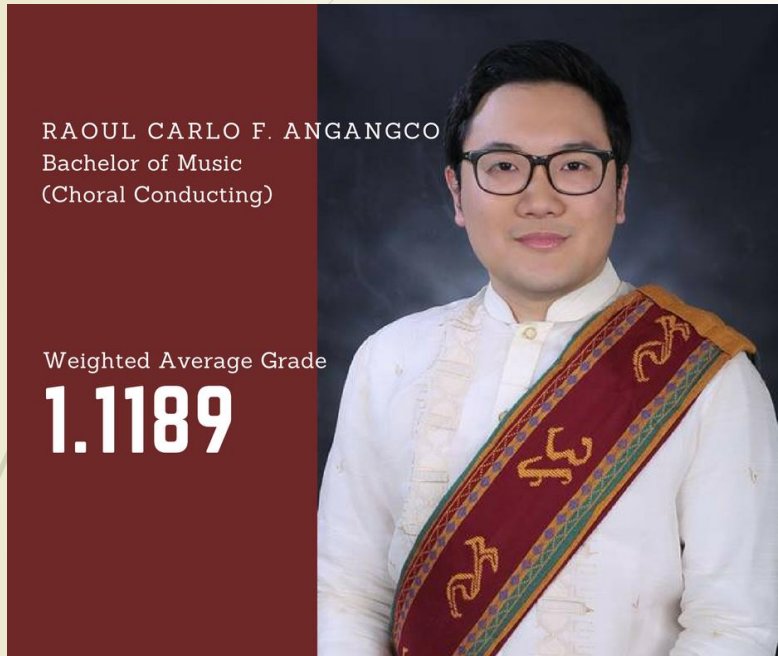


Admission, Enrollment, Retention, Graduation



- **One semester before you graduate, you should apply for graduation to check on your lacking courses and deficiencies.**
- **Graduation** – Students must file an application as candidates for graduation with the Office of the College Secretary. They shall be recommended for graduation by the faculty after having satisfied all academic and other requirements prescribed for graduation.

Admission, Enrollment, Retention, Graduation



- **Graduation with Honors** – A student aiming for honors must have a regular load (15 units or more per semester). If underloaded, the case will be evaluated by the CSAPG. Students must write a letter with attached supporting documents on reason why they are underloaded. Students who complete their courses with the following ABSOLUTE MINIMUM weighted average grade shall be graduated with honors:
 - Summa cum laude: 1.20
 - Magna cum laude: 1.45
 - Cum Laude: 1.75

Admission, Enrollment, Retention, Graduation

- ▶ **Final Requirements:** Public Recital (Performance Majors), Special Project (Music Education Majors), or Research Paper (Musicology Majors)
- ▶ **Recitals**
 1. Open to the public
 2. No tickets
 3. Should follow program repertoire as advised by teacher/adviser
 4. Reception not allowed within the college premises



Offices, Services, and Staff UP College of Music

Offices, Services, and Staff UP College of Music

Office of the Dean and Administration Services c/o Ms. Eva Cadiz (ANX 102)

College Secretary's Office and Student Services c/o Ms. Connie Rongavilla (ANX 102)

Library Services c/o Ms. Flor Santos (Music Library)

Extension Office c/o Ms. Riza Balucos (Extension Program ANX 106)

Office of Associate Dean (AH 207)

College Student Council - www.facebook.com/UPCMuSC (AH 2

Dean's Office/ Administrative Services ANX102



College Secretary's Office/ Student Services



Library Services



Janitorial and Security Staff





Department Advising (10:00-11:00)

Department offices

- ▶ Composition Department: Abelardo Hall Annex 208
- ▶ Conducting Department Abelardo Hall Annex 210
- ▶ Keyboard Department Abelardo Hall Room 109
- ▶ Musicology Department Abelardo Hall Room 101/216
- ▶ Music Education Department Abelardo Hall Annex 204
- ▶ Strings Department Abelardo Hall Room 219
- ▶ Voice, Music Theatre, and Dance Department Abelardo Hall Annex 218/AH213
- ▶ Winds and Percussion Department Abelardo Hall Room 205

11:00 – 12:00 noon Abelardo Hall ANX 102





Padayon bagong Isko at Iska