



MUSIC FRESHIE

AA Class of 2023 / BM Class of 2025 Freshie Orientation 2021

Prof. Jocelyn T. Guadalupe, Ph.D.
College Secretary

August 24, 2021
10 am

2021

ORIENTATION



MUSIC FRESHIE

Outline of AM OCS orientation

- Dean's Message
- College secretary orientation
 - I. College of Music Introduction
 - II. **A**dmission,
 - III. **P**rogress (**E**nrollment, Retention),
 - IV. **P**rogress (Enrollment, **R**etention),
 - V. **G**raduation
 - VI. 2021 Freshie Kit



Please use the zoom chat box if you have questions during the orientation. These will be answered after each section is presented.

2021

ORIENTATION



I. Introduction to UP Diliman

- Registration Guide 2021



UPD REGISTRATION
GUIDE 2021

- <https://upd.edu.ph/>



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2021



University of the Philippines Diliman

- June 18, 1908
- literature, philosophy, science, arts
- professional and technical training
- qualified student regardless of “age, sex, nationality, religious belief, political affiliation.”
- 27 degree granting units under 4 clusters: Arts and Letters, Management and Economics, Science and Technology, and Social Science and Law
- 20 undergraduate, 152 master’s, 1 juris doctor, 71 PhD, 32 pre and post baccalaureate (associate and diploma course)

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UP College of Music

<https://music.upd.edu.ph/>

- September 4, 1916
- R. Hidalgo St., Quiapo, Manila



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2021



MUSIC FRESHIE

ORIENTATION



**Abelardo Hall,
1963**

2021



UPCMu Mission-Vision

<https://music.upd.edu.ph/Mission&Vision.html>

- In 2015, the faculty revisited and revised the college's vision.

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2021



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UP CMu Vision (2015)

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

IMAGINE, EMBODY, ENGAGE

2021



UPMu Mission (2015)

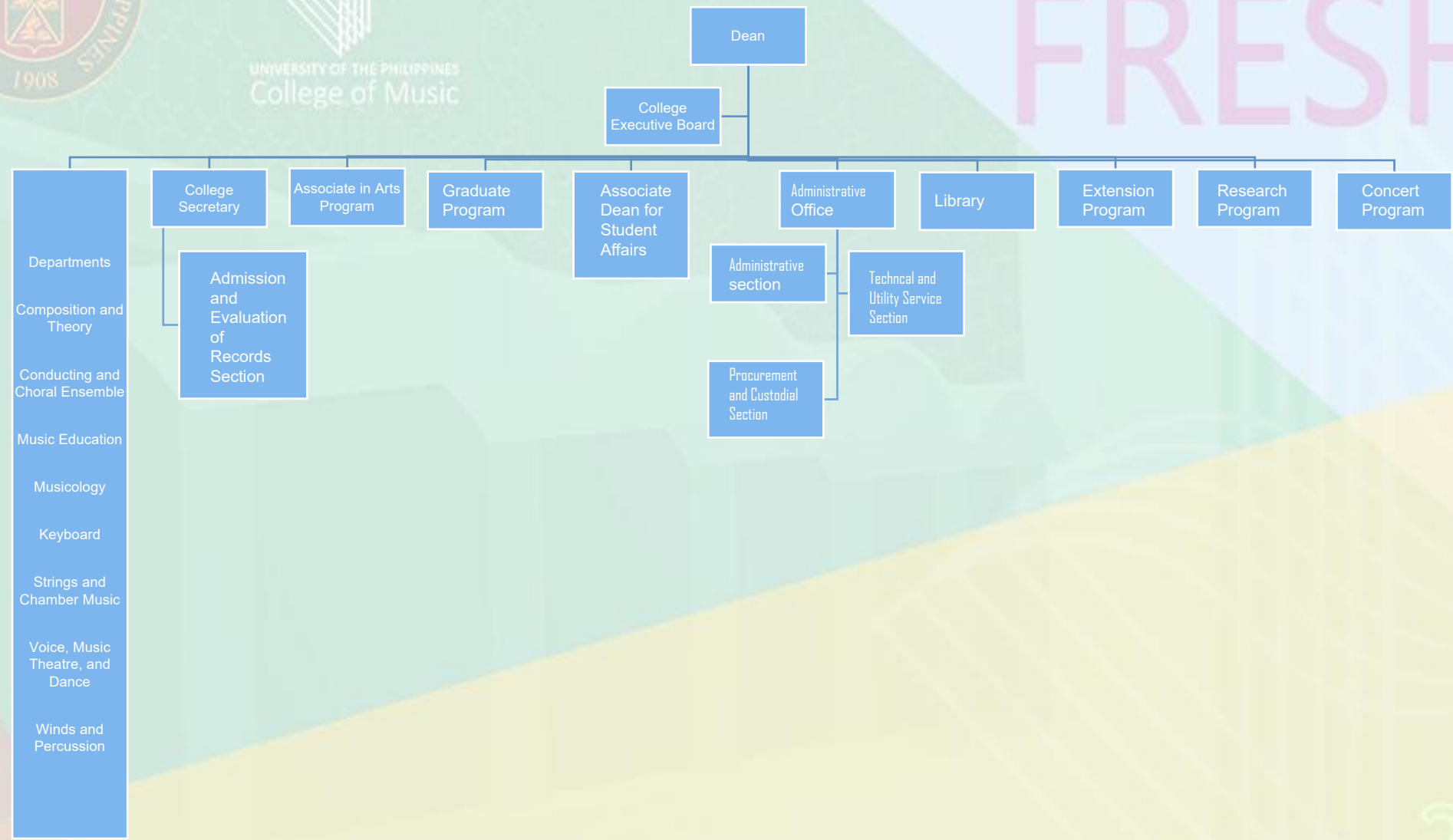
MUSIC
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ORIENTATION

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.



MUSIC FRESHIE ORIENTATION



2021

College Executive Board 2021-2023



UP College of Music Dean LaVerne C. Dela Pena musicdean.upd@up.edu.ph



College Secretary
Prof. Jocelyn T. Guadalupe musicocs.upd@up.edu.ph



Associate Dean for Student Affairs Dr. Jonas Baes
jubaes@up.edu..ph



Research Coordinator
Dr. Raul Navarro
rcnavarro@up.edu.ph



Extension Coor.
Dr. Arwin Tan
aqtan@up.edu.ph



Abelfardo Hall
Artistic Director
Prof. Angela Baguilat
albaguilat@up.edu.ph



Graduate Program Coordinator
Dr. Christine Muyco
mmmuyco1@up.edu.ph

AA Program
Dr. Jocelyn Marfil
mumarfil@up.edu.ph



Composition Chair
Prof. Josefino Toledo
jjtoledo@up.edu.ph



Conducting Chair
Dr. Raul Navarro
rcnavarro@up.edu.ph



Keyboard Chair
Prof. Ena Aldecoa
eraldecoa@up.edu.ph



Music Ed. Chair
Prof. Sherla Najera
manajera@up.edu.ph



Musicology Chair
Prof. Pat Silvestre
mbsilvestre1@up.edu.ph



Strings Chair
Prof. Nathan Manimtim
nvmanimtim1@up.edu.ph



Voice, Mu. Theatre,
Dance Chair
Prof. Angela Baguilat
albaguilat@up.edu.ph



Winds/Perc.
Prof. Antonio Maigue
armaigue@up.edu.ph





MUSIC FRESHIE

ORIENTATION

Yehey! I passed UPCMu.

How do I start?

Yehey! Pumasa ako sa UP CMu. Paano ako magsimulang mag-aral?

II. Admission (OUR)

<https://our.upd.edu.ph/files/announce/UASRetLoa.pdf>

II. Admission (UPMu)

- Admission:

Freshman UPCA (BM), Freshman (AA), Transferee, Shiftee 1 (UPD), Shiftee 2 (UP), Second Degree

BM - UPCA/Second Degree, Music theory test, Audition/Interview, Psycho-social test*

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

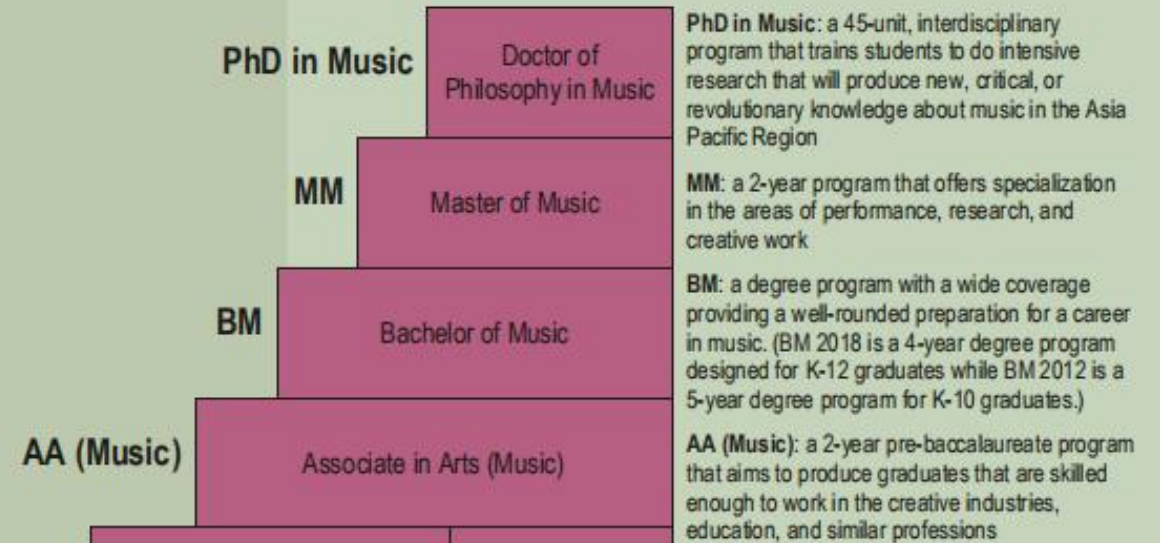
MM – BM, GPE, Interview/Audition/Teaching Demonstration

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

*Psycho-social intake interviews will be scheduled by the Office of Counselling and Guidance throughout the semester.

Academic Programs

Programs Offered by the College of Music



A1. Admission Requirements (UP CMu) (submit all to avoid Probation status next semester)

• **INCOMING FRESHMEN (NEW HIGH SCHOOL GRADUATES)**

1. Form 138 (Grade 12 Report Card) – with principal's signature
 2. Form 137 (Senior High School Transcript)
 3. Soft Copy Certificate of Compliance from UP Health Service
 4. Passport size photo
 5. PSA Birth Certificate (or its equivalent, if student is of foreign citizenship)
 6. Student Directory – Please get the form from <https://our.upd.edu.ph/forms/OURFORM3.pdf> and fill it out using a PDF Reader such as Adobe Acrobat or Foxit.
- *For students who graduated last year or earlier: Affidavit of Non-Collegiate Enrollment
 - **For homeschooled students – Certificate of Accreditation from DepEd

Additional requirements for foreign students:

- TOEFL Score Certificate
- Study Permit
- Student Visa

A2. Admission Requirements (UPCMu) (submit all to avoid Probation status next semester)

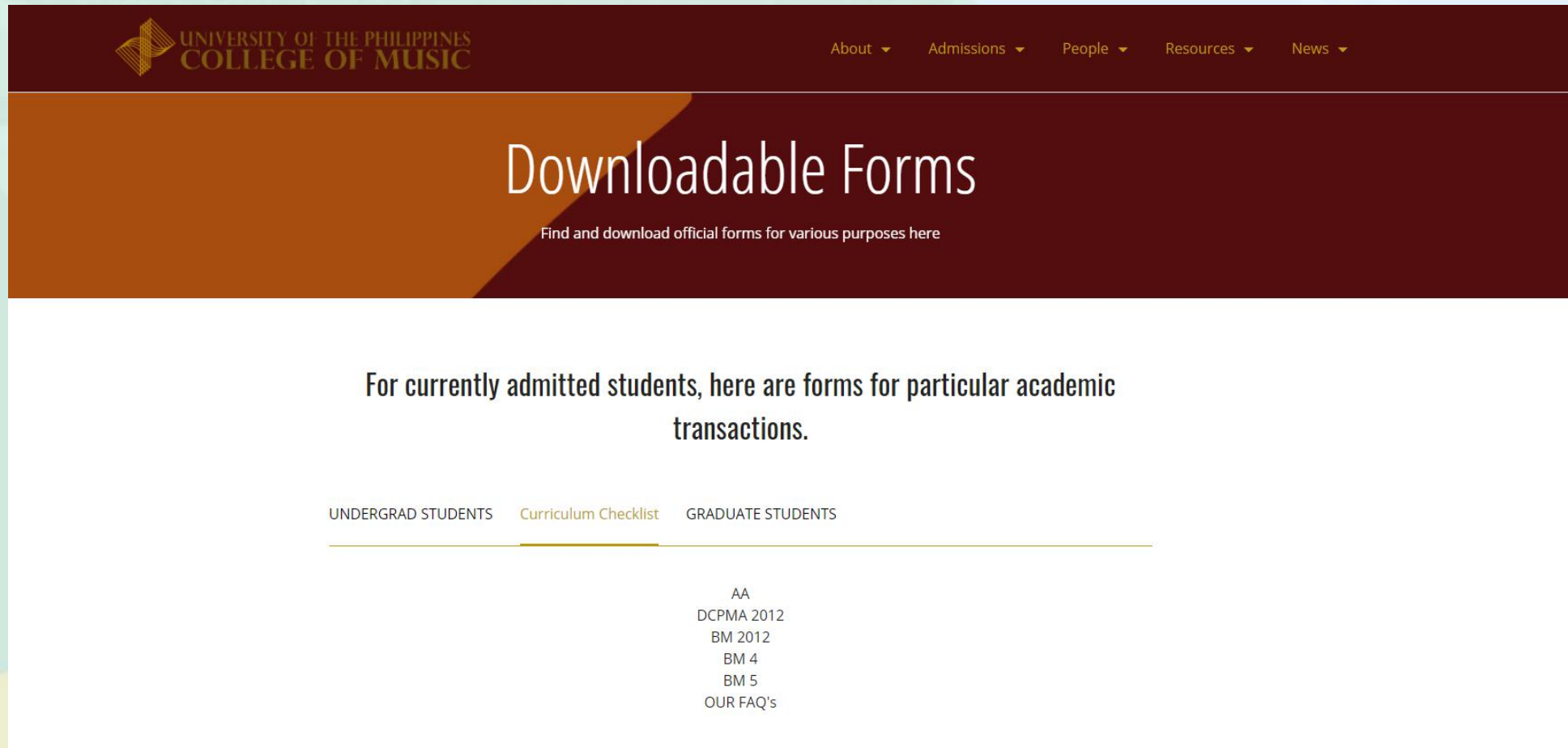
- **TRANSFER STUDENTS FROM OUTSIDE U.P. UNITS**
 1. Original Transcript of Records from the previous school – should have the remarks “Copy for the University of the Philippines”
 2. Honorable Dismissal and Clearance from the previous school
 3. Passport size photo
 4. Soft Copy Certificate of Compliance from UP Health Service
 5. PSA Birth Certificate (or its equivalent, if the student is of foreign citizenship)
 6. Student Directory – Please get the form from <https://our.upd.edu.ph/forms/OURFORM3.pdf> and fill it out using a PDF reader such as Adobe Acrobat or Foxit.
- Additional requirements for foreign students:
 - TOEFL Score Certificate
 - Study Permit
 - Student Visa

A3. Admission Requirements (UPCMu) (submit all to avoid Probation status next semester)

- **SHIFTEE/TRANSFER STUDENTS FROM U.P. DILIMAN AND OTHER U.P. UNITS**
 1. True Copy of Grades
 2. Permit to Transfer (addressed to the receiving unit)
 3. Clearance from the mother unit
 4. Passport size photo
 5. PSA Birth Certificate (or its equivalent, if the student is of foreign citizenship)
 6. Student Directory – Please get the form from <https://our.upd.edu.ph/forms/OURFORM3.pdf> and fill it out using a PDF reader such as Adobe Acrobat or Foxit.

B. Curriculum / Plan of Study

- <https://music.upd.edu.ph/DownloadableForms.html>



The screenshot shows the website for the University of the Philippines College of Music. The header features the university's logo and name on the left, and a navigation menu with links for 'About', 'Admissions', 'People', 'Resources', and 'News' on the right. The main heading is 'Downloadable Forms' with a subtext 'Find and download official forms for various purposes here'. Below this, a message states: 'For currently admitted students, here are forms for particular academic transactions.' There are three tabs: 'UNDERGRAD STUDENTS', 'Curriculum Checklist' (which is selected and highlighted with a yellow underline), and 'GRADUATE STUDENTS'. Under the 'Curriculum Checklist' tab, a list of links is provided: 'AA', 'DCPMA 2012', 'BM 2012', 'BM 4', 'BM 5', and 'OUR FAQ's'.

UNIVERSITY OF THE PHILIPPINES
COLLEGE OF MUSIC

About ▾ Admissions ▾ People ▾ Resources ▾ News ▾

Downloadable Forms

Find and download official forms for various purposes here

For currently admitted students, here are forms for particular academic transactions.

UNDERGRAD STUDENTS **Curriculum Checklist** GRADUATE STUDENTS

AA
DCPMA 2012
BM 2012
BM 4
BM 5
OUR FAQ's



NAME: _____

SN: _____

UC Approval: 16 July 2019

Date of Effectivity: 1st Semester 2019-2020

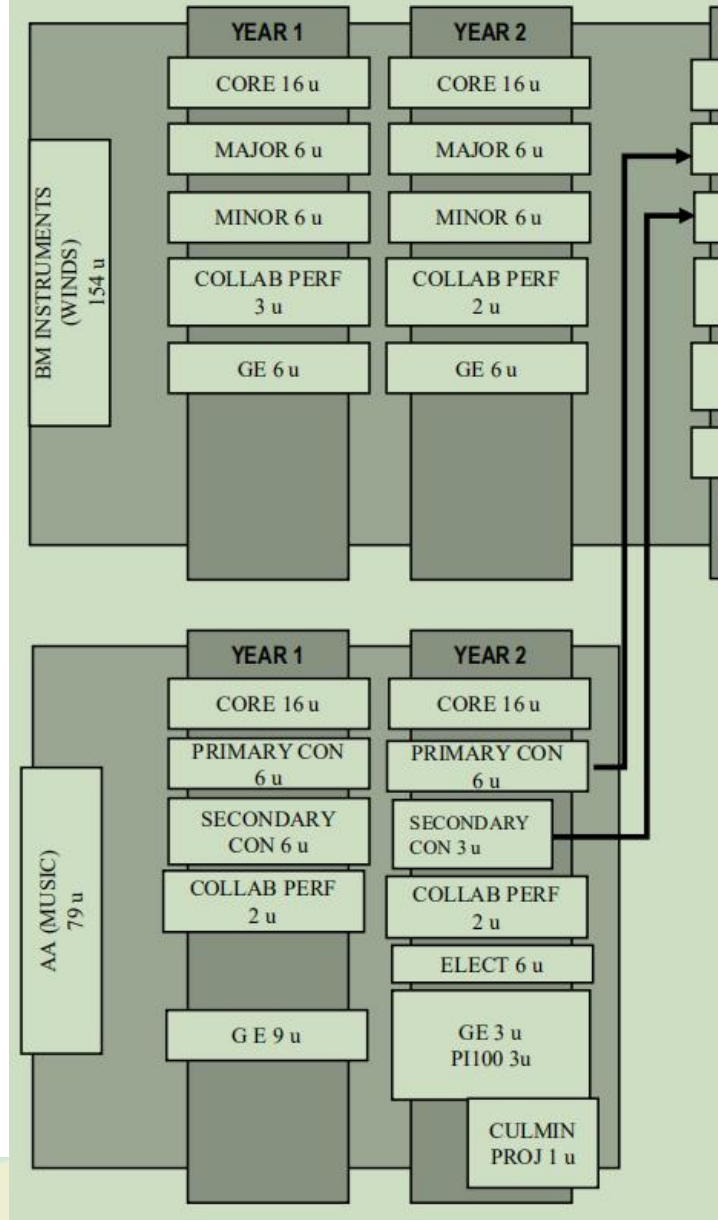
FIRST YEAR					
1st Semester			2nd Semester		
MuT 10	5		MuT 11	5	
MuL 10	3		MuL 11	3	
Primary Concentration*	3		Primary Concentration**	3	
Secondary Concentration**	3		Secondary Concentration**	3	
MuPC 1	1		MuPC 2	1	
GE*** ENGLISH 13	3		GE*** ARTS 1	3	
PE	(2)		GE*** KAS 1	3	
			PE	(2)	***
SECOND YEAR					
1st Semester			2nd Semester		
MuT 12	5		MuT 13	5	
MuL 14	3		MuL 15	3	
Primary Concentration**	3		Primary Concentration*	3	
Secondary Concentration**	3		MuPC 4	1	
MuPC 3	1		Elective	3	
Elective	3		PI 100	3	
GE*** FIL 40	3		MuP 194	1	
NSTP 1	(3)	***	NSTP 2	(3)	***
PE	(2)	***	PE	(2)	***

***Primary Concentration Track**

1. Conducting: MuC 100, 110, 120, 130 (Band or Choral)
2. Composition: MuK 100, 110, 120, 130
3. Dance: MuD 100, 110, 120, 130
4. Music Education: MuEd 100, 115, 116, 144/149
5. Musicology: MuL 13, 12/110, 132/133, 150
6. Instrument/Voice Performance: MuP 100, 110, 120, 130

****Secondary Concentration Track**

1. Conducting: MuC 100, 110, 120 (Band or Choral)
2. Composition: MuK 100, 110, 120
3. Dance: MuD 100, 110, 120
4. Music Education: MuEd 100, 115, 144/149
5. Musicology: MuL 13, 12/110, 132/133
6. Instrument/Voice Performance: MuP 11, 21, 31



Name: _____

Student No. _____

UC Approval: 149th UPD UC : 19 June 2018

Date of effectivity: 1st Semester 2018-2019

FIRST YEAR					
1st Semester			2nd Semester		
GE 1 ENG 13	3		GE 2 ARTS 1	3	
MuL 10	3		MuL 11	3	
MuP 11 (Piano)/ MuC/MuD/MuEd/MuK/MuL	3		MuP 21 (Piano)/ MuC/MuD/MuEd/MuK/MuL	3	
MuP 100	3		MuP 110	3	
MuPC 1 (C)	1		MuPC 101	2	
MuT 10	5		MuT 11	5	
Italian 10	3		PE	(2)	
PE	(2)				
SECOND YEAR					
1st Semester			2nd Semester		
GE 3 FIL 40	3		GE 4 KAS 1	3	
MuL 14	3		MuL 15	3	
MuP 31 (Piano)/ MuC/MuD/MuEd/MuK/MuL	3		MuP 41 (Piano)/ MuC/MuD/MuEd/MuK/MuL	3	
MuP 120	3		MuP 130	3	
MuT 12	5		MuT 13	5	
French 10	3		German 10	3	
PE	(2)		PE	(2)	
NSTP	(3)		NSTP	(3)	
THIRD YEAR					
1st Semester			2nd Semester		
GE 5 Soc Sci 1	3		GE 6 Math 10	3	
MuL 13	3		MuC 100	3	
MuP 51 (Piano)/ MuC/MuD/MuEd/MuK/MuL	3		MuEd 100	3	
MuP 140	3		MuP 61 (Piano)/ MuC/MuD/MuEd/MuK/MuL	3	
MuPC 2 (C)	1		MuP 150	3	
MuT 131	3		MuPC 111	2	
Spanish 10	3				
FOURTH YEAR					
1st Semester			2nd Semester		
GE 7 Philo 1	3		GE 8 SYS 1	3	
MuEd 105	3		MuEd 110	3	
MuP 160	3		MuP 170	3	
MuP 195	1		MuP 196	1	
MuPC 121	2		MuPC 128	3	
MuPC 131	2		MuPC 141	2	
Free Elective	3		PI 100	3	
TOTAL=151 UNITS					



C. For Second Degree, Transferees, Shiftees

*Admitted transfer students must validate all the courses they have taken for advanced credit at the rate of 18 units/semester within a period not exceeding 3 semesters from the date of admission to UP.



UNIVERSITY OF THE PHILIPPINES DILIMAN
Proposed ACADEMIC CALENDAR for AY 2021-2022 ¹

	FIRST SEMESTER (Sep 2021 - Jan 2022)	SECOND SEMESTER (Feb - May 2022)	MidYear Term ² (Jun - Aug 2022)
Physical examination for incoming freshmen (Pre-Enrolment Health Assessment [PEHA] process)	02 Aug, Mon - 31 Aug, Tue		
Application period for transfer students	01 Jun, Tue - 30 Jun, Wed		
ADVANCE REGISTRATION FOR FRESHMEN	27 Aug, Fri - 03 Sep, Fri		
Freshmen Orientation Program	c/o OVCSA		
Removal examination period ³	27 Aug, Fri - 03 Sep, Fri	19 Jan, Wed - 25 Jan, Tue	06 Jun, Mon - 10 Jun, Fri
Deadline for students to file appeals for readmission/extension of MRR/waiver of MRR	<i>Check with respective colleges</i>	<i>Check with respective colleges</i>	<i>Check with respective colleges</i>
Validation for advance credit	27 Aug, Fri - 23 Sep, Thu	17 Jan, Mon - 11 Feb, Fri	31 May, Tue - 24 Jun, Fri
REGISTRATION PERIOD			
Freshmen, graduating, PWDs, Varsity, HASPAG, and graduate students	13 Sep, Mon - 15 Sep, Wed	31 Jan, Mon - 03 Feb, Thu	15 Jun, Wed - 16 Jun, Thu
All UPD undergraduate & graduate students	14 Sep, Tue - 15 Sep, Wed	02 Feb, Wed - 03 Feb, Thu	15 Jun, Wed - 16 Jun, Thu
All other students including Cross registrant/Non-Degree/Special/Foreign/ Exchange students	15 Sep, Wed	03 Feb, Thu	16 Jun, Thu
Faculty Integration Day	16 Sep, Thu	04 Feb, Fri	17 Jun, Fri
UP Foundation Day			18 Jun, Sat
START OF CLASSES	17 Sep, Fri	07 Feb, Mon	20 Jun, Mon
FRESHMEN WELCOME ASSEMBLY	17 Sep, Fri		

C. For Second Degree, Transferees, Shiftees



COLLEGE OF _____
 University of the Philippines Diliman
APPLICATION FOR CREDIT WITHOUT VALIDATION
 (For transferee who had taken at least 66 units upon admission to UP)

Dr. _____
 Dean, College of _____
 U.P. Diliman, Q.C.

Dear Dean _____ :
 This is to recommend the following courses taken by Mrs./Mr. _____, a
 B/BA/BS _____ student of the college for automatic validation of courses which s/he may
 be entitled to under the rules and regulations adopted by the University.

(1)Evaluated by:

 Student Records Evaluator
 College of _____
 Date: _____

(2)Recommended by:

 Program Adviser

 College Secretary

(3)

Courses completed at the University/ College of _____		Equivalent course/s in University of the Philippines		Action of the department/college offering the course <i>(approved/ disapproved)</i>	Signature over Printed Name of the Chair offering the course	Remarks
Subject/s	Units	Subject/s	Units			



D. Residence and MRR

- **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
AA (2023 MRR)	2 years	+ 1 year = 3 years
BM (4 years) (2026 MRR)	4 years	+ 2 years = 6 years



Questions on Admissions?



Please use the zoom chat box if you have questions during the orientation. These will be answered after each section is presented.

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Wohoo! I submitted all my requirements.
What courses do I take? How do I enrol?

*Wohoo! Naipasa ko na requirements ko.
Anong subjects kukunin ko? Paano ko
ienrol ito?*

III. Progress (Enrolment)

A. Calendar for first semester enrolment

Academic calendar	Enrolment dates 1st AY 2021-2022
20 July 2021 04-08 September 2021 09 September 2021 09 Sept. to noon of 10 Sept. 2021 10 Sept. (afternoon) to 25 Sept. 2021	Start of Issuance of UAS Pre-Enlistment Batch Run & Results General Waitlisting Period Departmental waitlisting period
13-15 September 2021 14-15 September 2021 15 September 2021 17 September 2021 17 September 2021	Freshies, Varsity, HASPAG, PWDs, Graduating, & Graduate Ss. All UPD Undergraduate & Graduate Students All other students including Cross- Registrant/ Non-degree/Special/Foreign/Exchange Students Start of Classes First Semester AY 2021-2022 Last day of Withdrawal of Enlistment for First Sem. 2021-2022 (for those who will not pursue registration)
25 September 2021	Deadline of Change of Matriculation (COM) (for those who need to change courses, teachers)

Check out the University Calendar here:

<https://our.upd.edu.ph/files/calendar/regular/ACAD%20CAL%202021-2022.pdf>



UNIVERSITY OF THE PHILIPPINES DILIMAN
Proposed ACADEMIC CALENDAR for AY 2021-2022 ¹

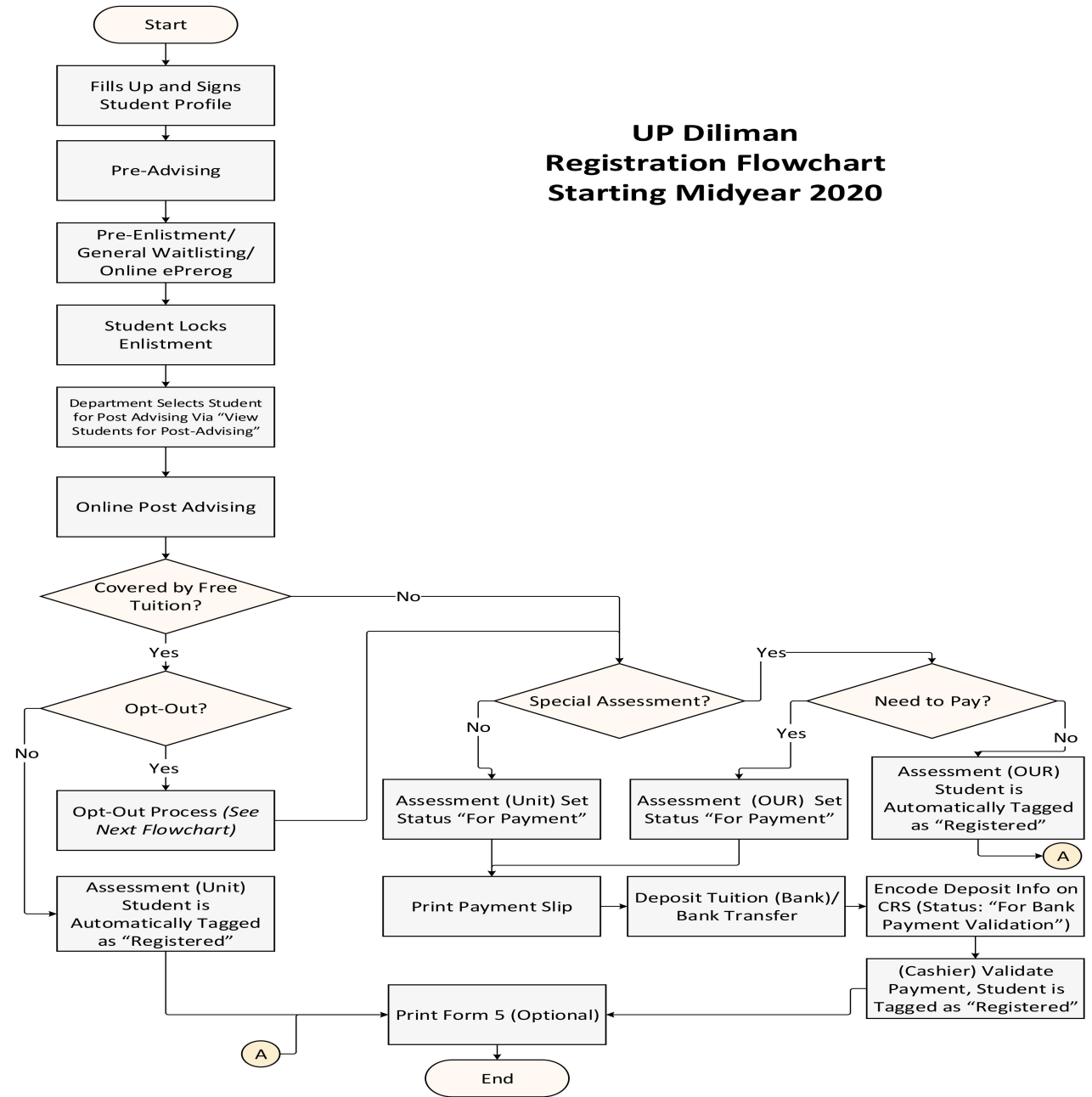
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FRESHMEN WELCOME ASSEMBLY	17 Sep, Fri		

B. Enrollment Flow

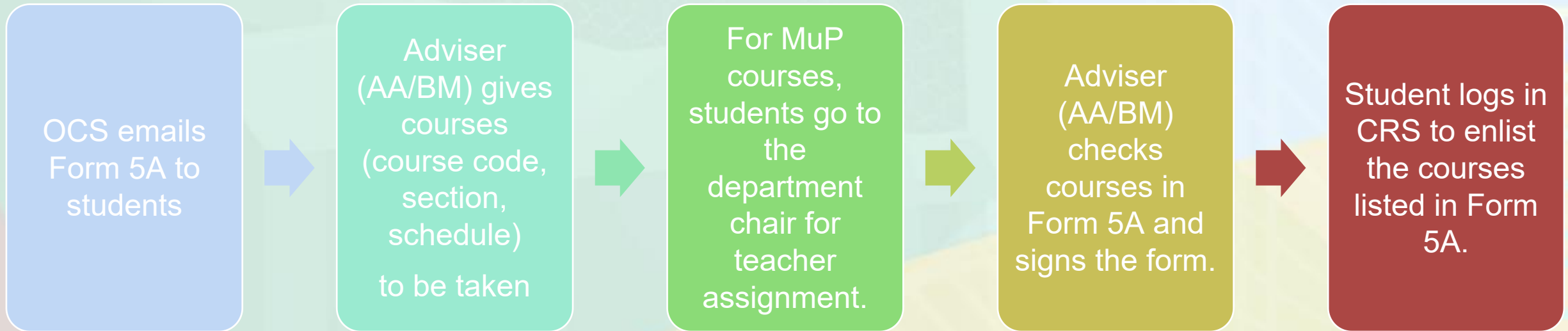
Student has three options:

1. Free Tuition (Freshmen and Transferees)
2. Donate voluntary contribution
3. Opt out and pay Tuition

For those not covered by free tuition, you may see the Office of Scholarships and Grants (<https://upd.edu.ph/students/scholarships-and-grants/>)



C. Music Pre-enlistment flowchart



D. CRS Registration



crs.upd

Announcements

Events

• 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

LOGIN FORM

Username

Password

Sign-in problems?

For the site to work properly, your browser must have JavaScript and cookies enabled.

Forgot your password?

For DILNET users, you may reset your password through this facility:

<https://accounts.upd.edu.ph/lostpass>

Inquiries?

If you have problems or concerns, please read our [Frequently Asked Questions \(FAQ\)](#).

You may email us at crssupport@list.upd.edu.ph

Quick Links:

[Regular Classes](#)

[Course Catalog](#)

[Curriculum Checklist](#)

[Regular Calendar](#)

[CRS FAQ](#)

[The CRS Team](#)

[Privacy Notice](#)

[More ▲](#)

Go to Settings to activate Windows

D1.Pre-enlistment

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ORIENTATION



crs.upd

You are logged in as **apcopiaco**,

[Logout](#)

COPIACO, ANNE CHARLOTTE, P SN: 201820173 B Music (ChorCond) Student

Tuesday, 10 Aug 2021
4.03p

Search Modules



Main

[Home](#)

[Logout \[apcopiaco\]](#)

Pre-Registration

Preenlistment

[Student Profile](#)

Enlistment / Registration

[Student Registration](#)

[Change of Mat Locking](#)

[Settlement of Outstanding Transactions](#)

Leave of Absence

[Application for LOA](#)

Dropping

[Dropping](#)

Accounts Management

[Account Linking](#)

Financial Assistance

[Tuition Loan Application](#)

Student Records

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Preenlistment for Midyear Term 2021

Preenlistment Priority : **Regular**

Preenlistment has ended. Module is now in View Mode.

To waitlist for additional classes, please use the [Student Registration module](#).

Adviser Remarks

None.

Advised Courses

Status	Subject	Title	Advised by	Action
There are no advised courses.				

Schedule

[Hide Schedule](#)

Enlisted Desired With Conflict

Show classes: **All** [Enlisted](#)

Total Units: **0.0**

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
There are no class schedules to display.							

My Desired Classes



Notes

- Point to table rows to see the conflicting classes highlighted.
- Drag and drop the table rows to change the rankings.
- Please read the [Preenlistment Mechanics](#).

D3. Assessment

Tuesday, 10 Aug 2021
4 09p



Main

[Home](#)

[Logout \[apcopiaco\]](#)

Pre-Registration

[Preenlistment](#)

[Student Profile](#)

Enlistment / Registration

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Student Evaluation of Teaching

[Quick Links:](#)

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[Regular Calendar](#)

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Outstanding Transactions



You may pay for your University transactions via bank transfers (either electronic or over-the-counter) by bundling your unpaid forms in a **Payment Slip**.

Note:

Please check your Form 5 assessment carefully.

- Ensure that all your scholarships have already been incorporated into your Form 5's assessment before adding it to a payment slip. If they are not, you may request for Reassessment.
- If you have applied for a student loan, please wait for its approval so that the amount payable will be updated.

Outstanding Transactions

Completed Transactions

Payment Slips Created

[New Payment Slip](#)

Date Created	Description	Balance	Action
No transactions ready for payment yet			

Legend:

- Pending Cashier Validation
- Payment Validated by Cashier
- Payment Failed to Reconcile against Cashier Records

D4. Payment

Tuesday, 10 Aug 2021
4:09p

Search Modules



Main

[Home](#)

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Pre-Registration

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Enlistment / Registration

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Student Records

[Grades Viewing](#)

Payment History

COPIACO, ANNE CHARLOTTE, PARCHASO

2018-20173

Bachelor of Music (Choral Conducting)

Term	Program	Enrollment Type	Status
Second Semester, 2020-2021	B Music (ChorCond)	Regular	✓
First Semester, 2020-2021	AA (Music)	Regular	✓
Second Semester, 2019-2020	AA (Music)	Regular	✓
First Semester, 2019-2020	AA (Music)	Regular	✓
Second Semester, 2018-2019	AA (Music)	Regular	✓
First Semester, 2018-2019	AA (Music)	Regular	✓

Legend:



Paid



Not Paid



On Appeal



Locked



LOA



LOA Midsem



Cross Enrolled/Exchange Student

Payment History
Quick Links:

[Regular Classes](#)

[Course Catalog](#)

[Curriculum Checklist](#)

[Regular Calendar](#)

[CRS FAQ](#)

[The CRS Team](#)

[Privacy Notice](#)

[More ▲](#)

D5. Change of Matriculation (COM) is the addition and/or cancellation of a class and/or change of section after a student has officially registered. It is processed online.

4 05p

Search Modules

Main

- Home
- Logout [apcopiaco]

Pre-Registration

- Preenlistment
- Student Profile

Enlistment / Registration

- Student Registration
- Change of Mat Locking**
- Settlement of Outstanding Transactions

Leave of Absence

- Application for LOA

Dropping

- Dropping

Accounts Management

- Account Linking

Financial Assistance

- Tuition Loan Application

Student Records

- Grades Viewing
- Payment History
- University Clearance

Student Evaluation of Teaching

- SET Answering

Change of Mat Locking

Midyear Term 2021

201820173	COPIACO, ANNE CHARLOTTE, PARCHASO
	B Music (ChorCond)

Generate a Transaction

Type	Class Code	Class	Units	Schedule Instructors	Action
No classes found.					

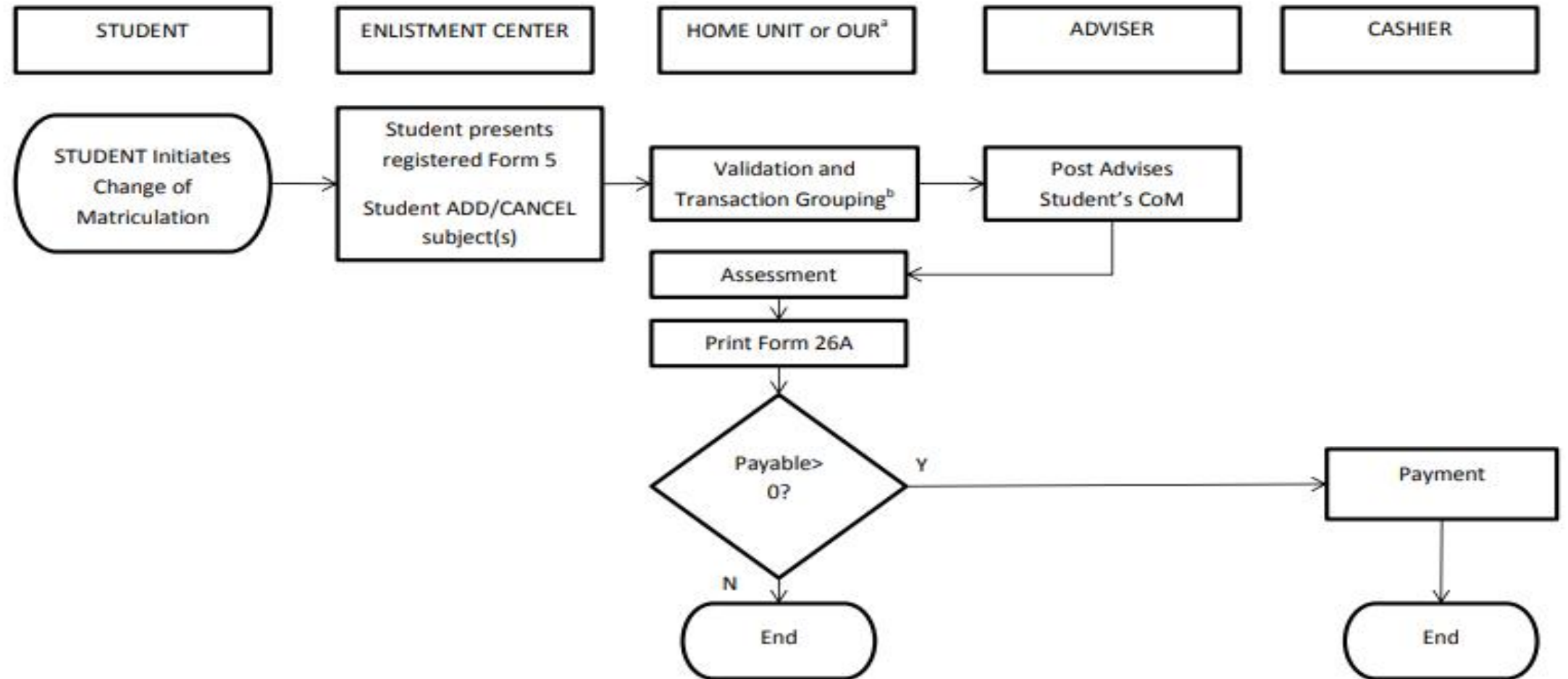
Lock Transaction Group

Type	Class Code	Class	Units	Schedule Instructors	Authorized By Authorized On	Action
No classes found.						

Change Mat Transactions

#	Classes Included	Status	Action
No transactions found.			

CHANGE OF MATRICULATION* FLOWCHART STARTING MIDYEAR 2019



* ONLY students who are officially registered may process a Change of Matriculation (CoM).

^a Students with scholarships must have their Change of Mat transactions assessed at the OUR.

^b Classes obtained/cancelled may be grouped in one CoM form maximum of four(4) transactions per form. CoM validation is different from Enlistment Validation.



Questions on Enrolment?



Please use the zoom chat box if you have questions during the orientation. These will be answered after each section is presented.

MUSIC
FRESHIE
ORIENTATION
2021

I just got my grades via CRS.

How do I know if I did well?

Nakuha ko na grades ko sa CRS.

Paano ko malalaman kung maayos ito?

III. Progress (Retention)

A. UP Grading System

- 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

B. INCOMPLETE

- **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 (https://music.upd.edu.ph/assets/files/Permit_for_Completion_Removal_Examination.PDF) 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.

https://www.music.upd.edu.ph/assets/files/UP-Form-25_Permit-for-Completion-Removal-Examination.pdf

UP Form 25 (Revised 21 July 2014)

STUDENT'S COPY

University of the Philippines
PERMIT FOR COMPLETION/REMOVAL EXAMINATION
College of Music

Student No.: _____

Date: _____

Mr/Ms _____ is hereby permitted to submit completion requirements / take
(Printed Name)

removal examination in _____ incurred in the _____ Semester 20____-20____.
(Subject)

Fee: _____ OR #: _____ Date of Payment: _____

APPROVED: **JOCELYN T. GUADALUPE**
College Secretary

Date of Examination/Completion: _____ by: _____
Signature over Printed Name of
Faculty Administering the Removal/Completion Exam

**Note: No removal examination/completion of Inc shall be given without this permit duly approved.
IF EXAMINATION/COMPLETION IS BEYOND THE DATE OF EXAMINATION/COMPLETION, IT WILL BE INVALID.
This permit must be attached to the report of the Instructor/Professor giving the removal/completion.**

UP Form 25 (Revised 21 July 2014)

INSTRUCTOR'S COPY

University of the Philippines
PERMIT FOR COMPLETION/REMOVAL EXAMINATION
College of Music

Student No.: _____

Date: _____

Mr/Ms _____ is hereby permitted to submit completion requirements / take
(Printed Name)

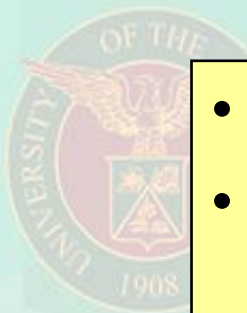
removal examination in _____ incurred in the _____ Semester 20____-20____.
(Subject)

Fee: _____ OR #: _____ Date of Payment: _____

C. Retention

- **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.

*Subject to BOR remote learning policies.



- ***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.



MUSIC FRESHIE

ORIENTATION

I can't take this course any longer.
Di ko na talaga kaya itong course na ito.

2021

D. Dropping a course :(

Main

[Home](#)

[Logout \[apcopiaco\]](#)

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Leave of Absence

[Application for LOA](#)

Dropping

[Dropping](#)

Accounts Management

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[University Clearance](#)

Student Evaluation of Teaching

[SET Answering](#)

mycrs form 2021

 **Student not officially enrolled.**
Students who are not officially enrolled for the active term will not be able to use the Dropping module.

 **Dropping applications must be paid to be official.** See the flowchart at the bottom of this page.

COPIACO, ANNE CHARLOTTE, PARCHASO

201820173

B Music (ChorCond)

Classes with No Active Dropping Applications

Class Code	Class	Units	Schedule	Instructor	Action	Drop Separately?
No classes found.						

Active Dropping Applications

Class Code	Class	Units	Schedule	Instructor	Status	Action
No dropping applications found.						

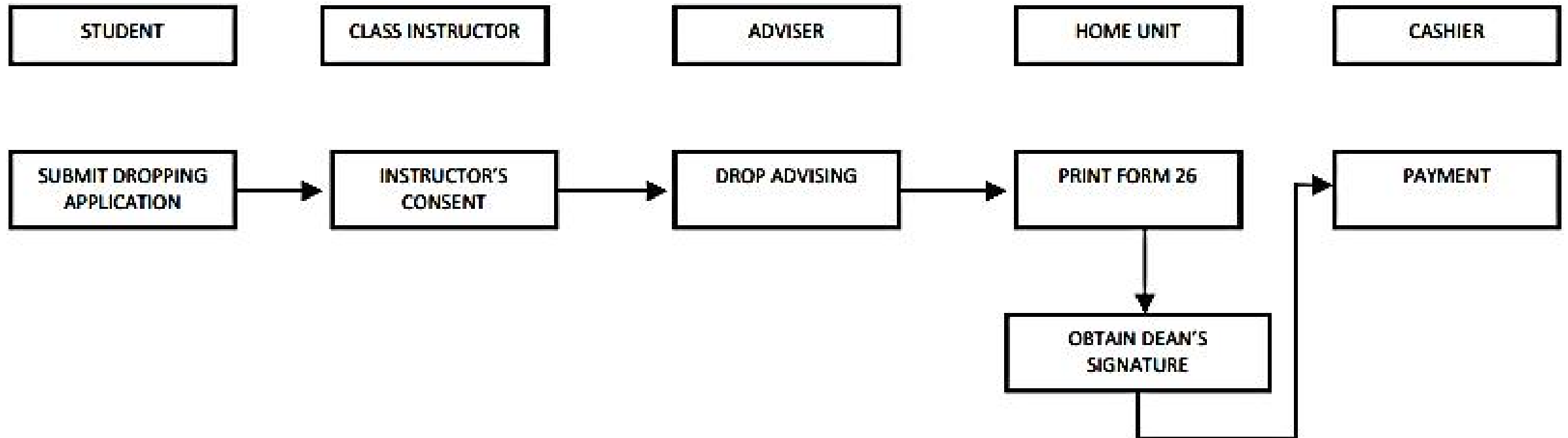
Paid/Canceled Dropping Applications

Class Code	Class	Units	Schedule	Instructor	Status	Last Updated
No dropping applications found.						

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

*Subject to BOR remote learning policy change.

DROPPING FLOWCHART





MUSIC FRESHIE ORIENTATION

I can't continue my studies as of now. UP, can we take a break? It's not you, it's me.

Di ko na talaga kaya mag-aral sa ngayon.

Pwede ba break muna tayo, UP? Hindi ikaw ang may problema kundi ako.

2021

E. LOA

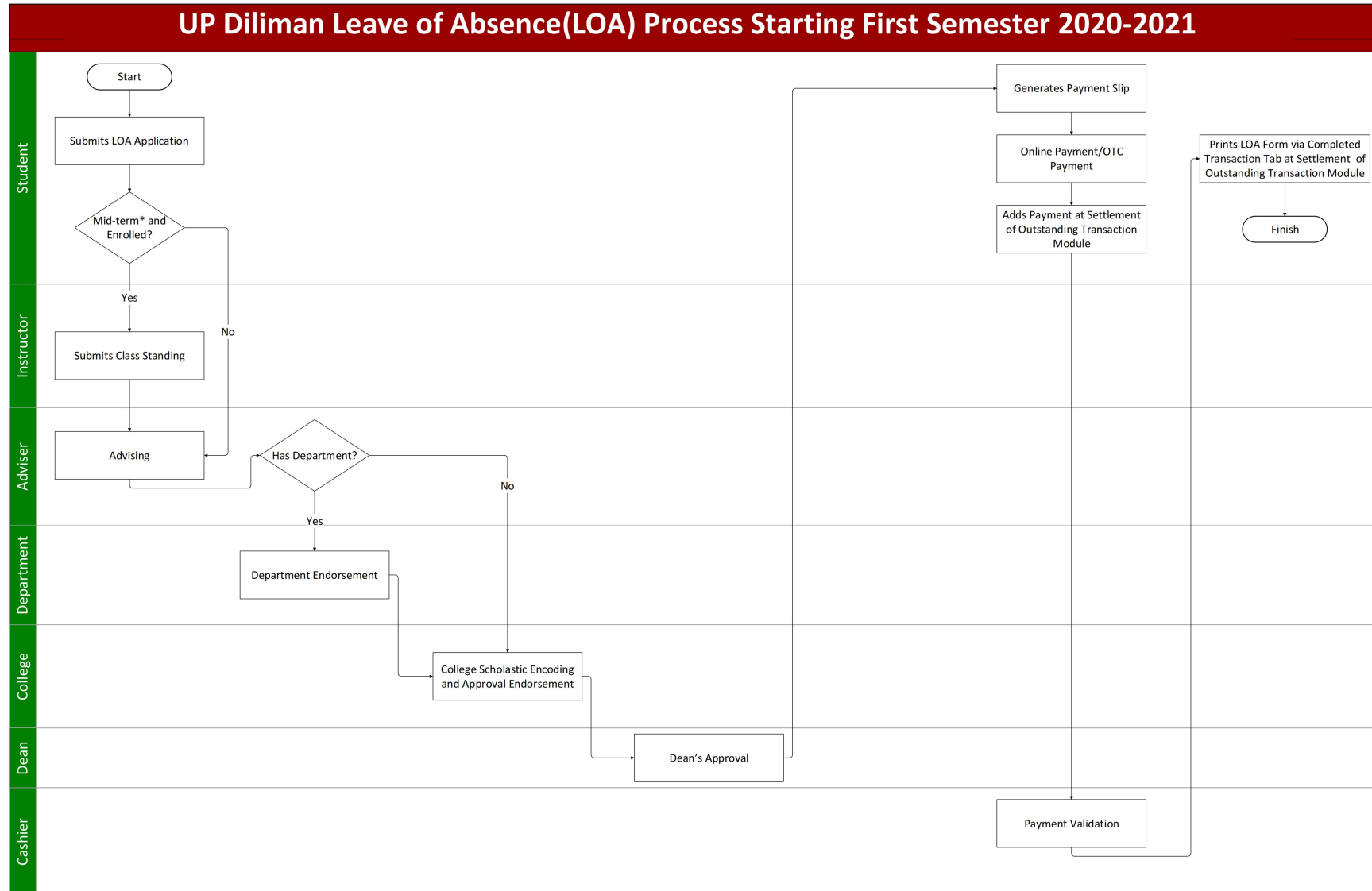


MUSIC
FRESHIE

- 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.)

2021

<https://our.upd.edu.ph/files/flowchart/newloa.pdf>





MUSIC FRESHIE

UP CMu honor student, how to be you po?

2021

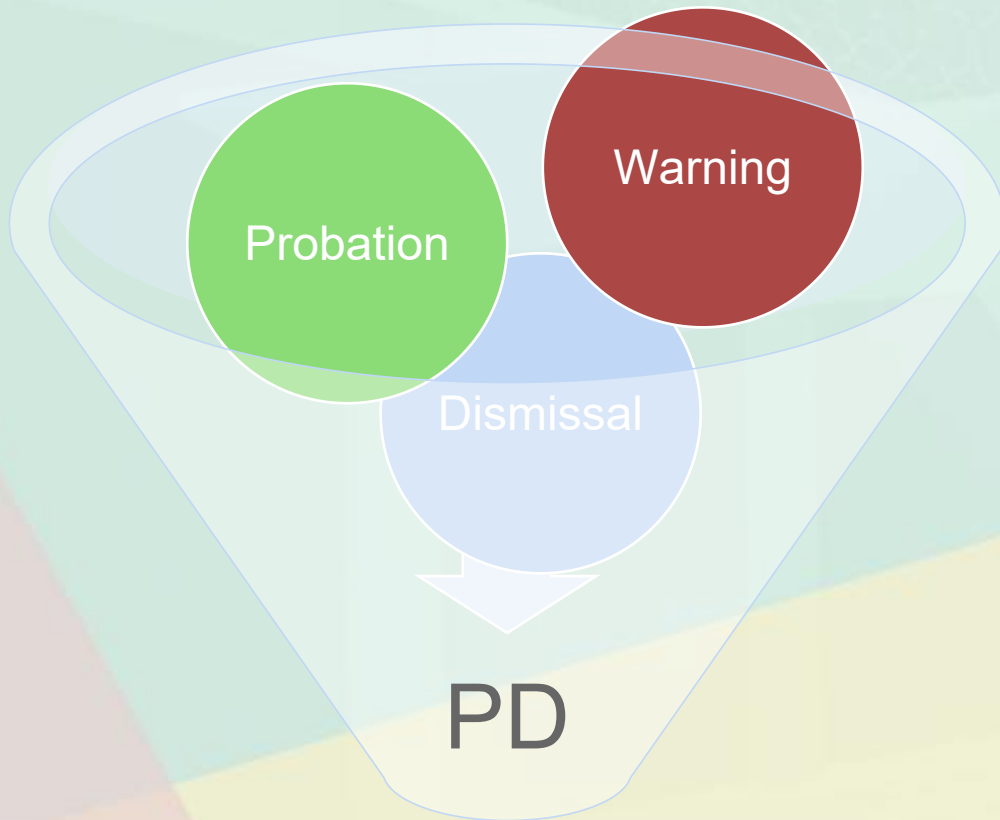
ORIENTATION

F. Honorific Scholarship

- **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.

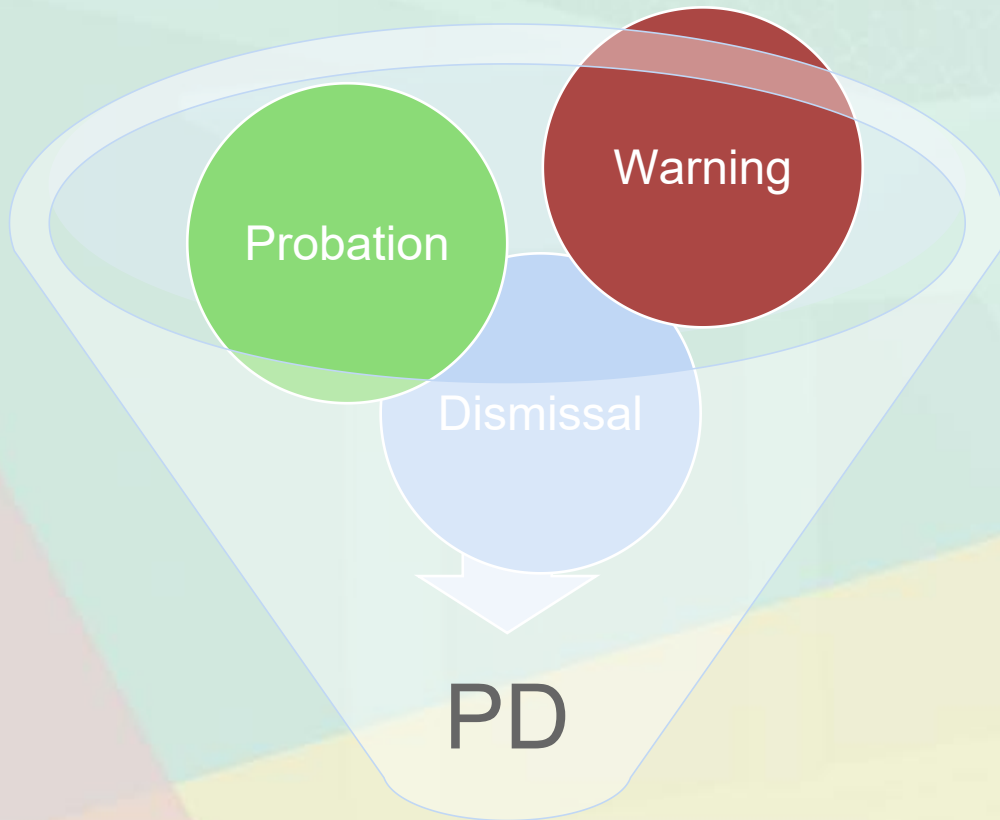
G1. Scholastic Standing

Sana all...



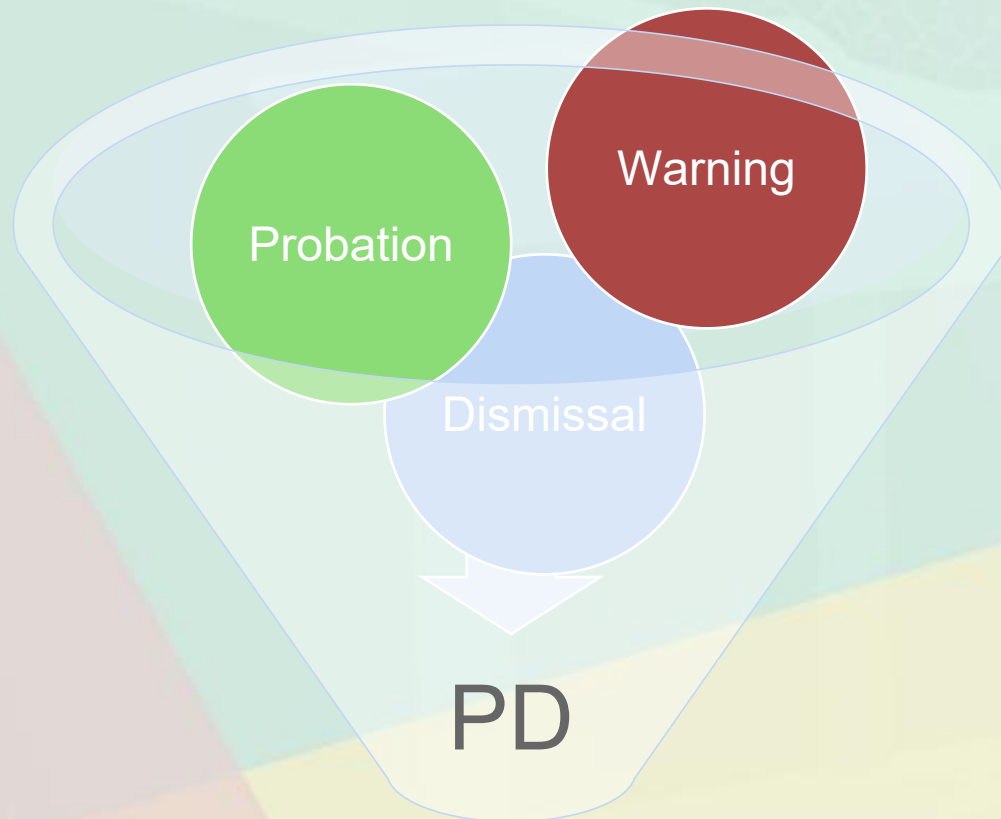
- **Good Scholastic Standing**
- A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of “3” or higher in at least 75% of the total number of academic units in which s/he is registered.

G1. Scholastic Standing



- **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.

G2. Probation

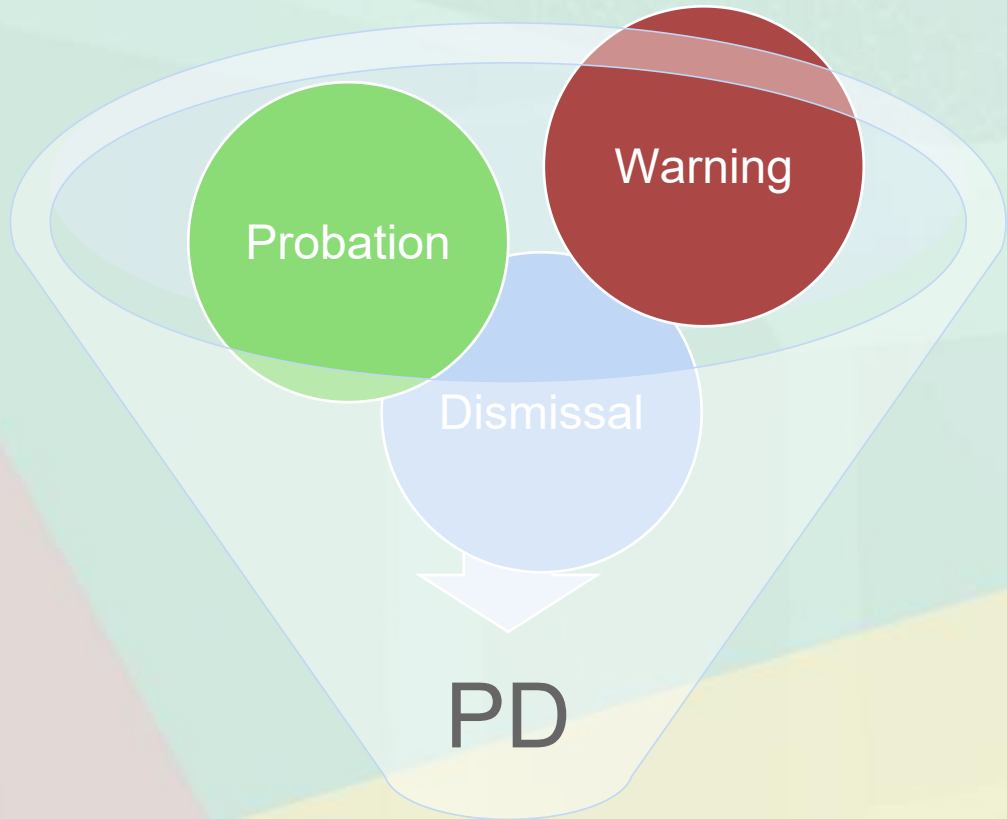


- **Probation.** Students who at the end of the semester, obtain final grades below “3” in 50% - 75% of the total number of academic units in which they have final grades shall be placed on probation of the succeeding semester and their load shall be limited to the extent to be determined by the Dean.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

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2021

G3. Dismissal



- ***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.

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EDUCATION

2021

H. Updating of Records

IMPORTANT!

- **Updating of Records** – Students are advised email the Office of the College Secretary musicocs.upd@up.edu.ph in for checking of grades/credentials. We entertain updating requests every October and March of every semester
- BM program: **THIRD YEAR FIRST SEMESTER** required to have their academic records and curriculum checklist updated during their third year.
- AA program: **FIRST YEAR SECOND SEMESTER** required to have their academic records and curriculum checklist updated.

I. Code of Ethics for Students

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



Questions on Retention?



Please use the zoom chat box if you have questions during the orientation. These will be answered after each section is presented.

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2021



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**Cheers! I am graduating!
Tagay! Gagraduate na ako!**

V. Graduation

2021

ORIENTATION

A. Exit requirements per degree program

1. **Associate of Arts (Music)**

- Culminating Music Project / Performance

2. **Bachelor of Music**

- Public Recital (Performance Majors)
- Special Project (Music Education Majors)
- Research Paper (Musicology Majors)

B. Application for graduation

- **On your last year or One semester before you graduate, you should apply for graduation to check on your lacking courses and deficiencies.**
- **AA students** should file next year **1st 2022-2023**
- **BM students** Should file on the **1st 2024-202b5**
- **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.

<https://www.music.upd.edu.ph/DownloadableForms.html>

**UNIVERSITY OF THE PHILIPPINES
COLLEGE OF MUSIC
OFFICE OF THE COLLEGE SECRETARY**

INSTRUCTIONS TO APPLICANTS: Check deficiencies/status with School Credits Evaluator in the Secretary's Office. It is the responsibility of the applicant to see to it that the required certifications (P.E., ROTC) are submitted to this office and that all deficiencies are cleared on time.

NAME: _____ STUDENT NO: _____

CITY ADDRESS: _____

HOME ADDRESS: _____

CELLPHONE # _____ LANDLINE # _____ E-MAIL ADD. _____

DEGREE APPLIED FOR: AA CM DCPMA BM

MAJOR: _____

1. I expect to finish the degree by the end of _____

2. I am/not a candidate for honors. (candidate for probable honors).

C. Honor graduates

- **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

Michelle Mariposa, BM scl class of 2021

SELF · CAREER AND MONEY | EDUCATION

'I was after learning and gaining knowledge more than the grade': UP graduate Michelle Mariposa on her second summa cum laude award

BY CAMILLE SANTIAGO PUBLISHED JUL 26, 2021 5:40 PM



VI. Freshie Kit 2021 (via OCS email)

Suggested Content for Freshman Welcome Kit

About CMu

1. Links to the website and social media accounts
2. Key offices in the college (Office of the Dean, Office of the College Secretary, ADSA, Library, etc.) and the services they offer
3. Email addresses of key offices and all departments as well as of the student council
4. Programs offered and short description of each
5. Guidelines for AA graduates continuing to BM

OUR

1. Website and a short list of the most useful information that can be found there
2. List of registration flowcharts and their link
3. List of downloadable forms and their links
4. Reminder for students to consult at the college level first before going straight to the OUR

UP Diliman

1. Links to UP Diliman Student Services
 - a. Health service
 - b. Scholarships
 - c. Counselling and guidance
 - d. Student discipline
 - e. Anti-sexual harassment
2. Links to the websites and email addresses of all colleges as seen in the Diliman Admission Guide

Others

1. Glossary of terms (university forms, registration procedures, and CMu terms)
2. A general calendar and what to expect every month (e.g. registration period, dropping period, removals, application for graduation)
3. Template of letters (for Dean/CEB, OUR, Chancellor)



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ORIENTATION

Offices, Services, and Staff UP College of Music

2021

Office of the University Registrar

- Admission concerns - admission.our@upd.edu.ph
- Telephone Number: 8981-8500 local 4556 (Tues and Thu, between 8am-5pm)
- Registration and Clearance concerns - racs_our.updiliman@up.edu.ph
- Telephone Number: 8981-8500 local 4555 (Mon, Wed, and Fri, between 8am-5pm)
- Records concerns - rmaschief.ourdiliman@up.edu.ph
- Telephone Number: 8981-8500 local 4563 (Mon-Fri, between 8am-5pm)
- Student Evaluation concerns - ses_our.updiliman@up.edu.ph
- Telephone Number: 8981-8500 local 4559 (Mon-Fri, between 8am-5pm)
- Transcript of Records (TOR) concerns - transcript@upd.edu.ph / torschief.ourdiliman@up.edu.ph
- Telephone Number: 8981-8500 local 4561,4562 (Mon-Fri, between 8am-5pm)
- Administrative concerns - our.diliman@up.edu.ph
- Telephone Number: 8981-8500 local 4551 (Mon-Fri, between 8am-5pm)
- Academic Information System and CRS concerns - support@crs.upd.edu.ph
- UC Secretariat concerns - pucss_our.updiliman@up.edu.ph
- Telephone Number: 8981-8500 local 4554 (Mon-Fri, between 8am-5pm)
- One Stop Student Desk concerns - onestop.our@upd.edu.ph

Other UP Diliman Offices

Office of Student Affairs

- <https://ospa.upd.edu.ph/about/>
- ospa.upd@up.edu.ph

University Health Service

- <https://ovcca.upd.edu.ph/offices/university-health-service/>
 - uhsdirectorsofc@gmail.com
 - up.healthservice@gmail.com

Diliman Learning Resource Center

- <https://ilc.upd.edu.ph/>
- ilcdiliman@upd.edu.ph

CRS

- crssupport@list.upd.edu.ph

UP College of Music

- ▶ COLLEGE OF MUSIC
- ▶ Dean: musicdean.upd@up.edu.ph
- ▶ College Secretary: musicocs.upd@up.edu.ph (academic matters)
- ▶ Associate Dean for Student Affairs: jubaes@up.edu.ph (student matters)
- ▶ CMusic Student Council: upd.cmusc@gmail.com (student concerns)
- ▶ Extension Program: aqtan@up.edu.ph (scholarships)
- ▶ Library Services c/o Ms. Sherry Laguatan (Music Library):
<https://www.music.upd.edu.ph/UPCMULibrary.html>
cmulibrary.upd@up.edu.ph
- ▶ UPCMAA: upmusicalumni@gmail.com (alumni)

MUSIC

ORIENTATION

2021

Department chairs/ AA coordinator

- **Composition:** Prof. Josefino Toledo - jjtoledo@up.edu.ph
- **Conducting:** Dr. Raul Navarro - rcnavarro@up.edu.ph
- **Keyboard:** Prof. Ena Aldecoa - eraldecoa@up.edu.ph
- **Music Education:** Prof. Sherla Najera - mued.upd@up.edu.ph
- **Musicology:** Prof. Patricia Silvestre - mbsilvestre1@up.edu.ph
- **Strings:** Prof. Nathan Manimtim - nvmanimtim1@up.edu.ph
- **Voice, Music Theatre, and Dance** - Prof. Angela Baguilat - albaguilat@up.edu.ph
- **Winds and Percussion** - Prof. Antonio Maigne - armaigue@up.edu.ph
- **Associate in Arts (AA)** - Dr. Jocelyn Marfil - mumarfil@up.edu.ph

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EDUCATION

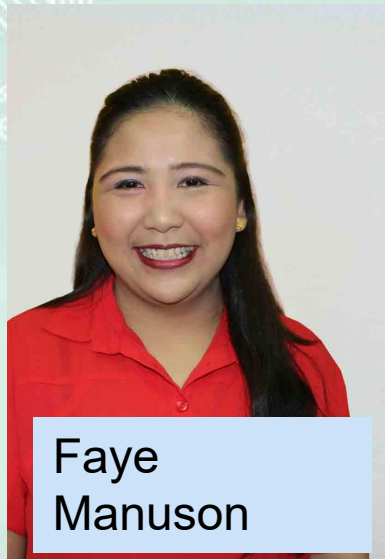
ORIENTATION

2021

Dean's Office/ Administrative Services



Eva Cadiz



Faye Manuson



Mon Nerval



Mang Toto Felicissimo Calabon



Hubert Fucio



Riza Balucos



Jec Bautista



Butch Liboon



Boy Rullog

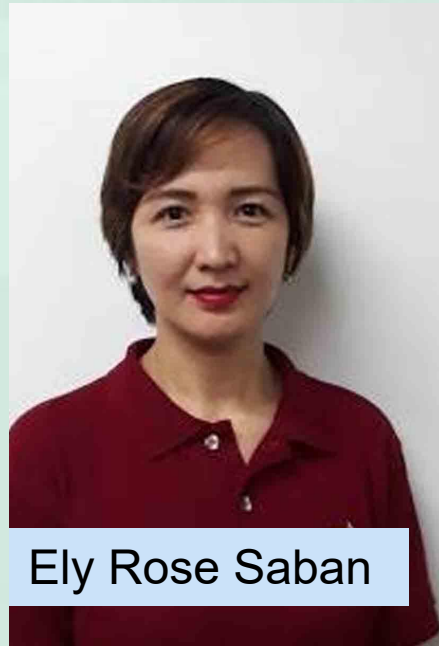


College Secretary's Office/ Student Services

MUSIC
FRESHIF



Celeste Salonga



Ely Rose Saban



Connie Rongavilla



2021

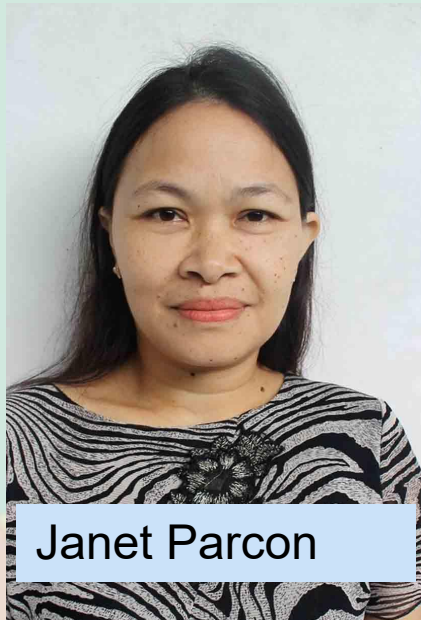
Library Services



UNIVERSITY OF THE PHILIPPINES
College of Music



Sherry Ann
Laguatan



Janet Parcon



Andrew Alveniz



Ariane Domingo



Josie Baradas

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ORIENTATION

University Research Associates



UNIVERSITY OF THE PHILIPPINES
College of Music



Rommel Gojo



Josie Baradas

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ORIENTATION

2021

Janitorial and Security Staff



Security
Pie Llabore

Security Randell
Martinez



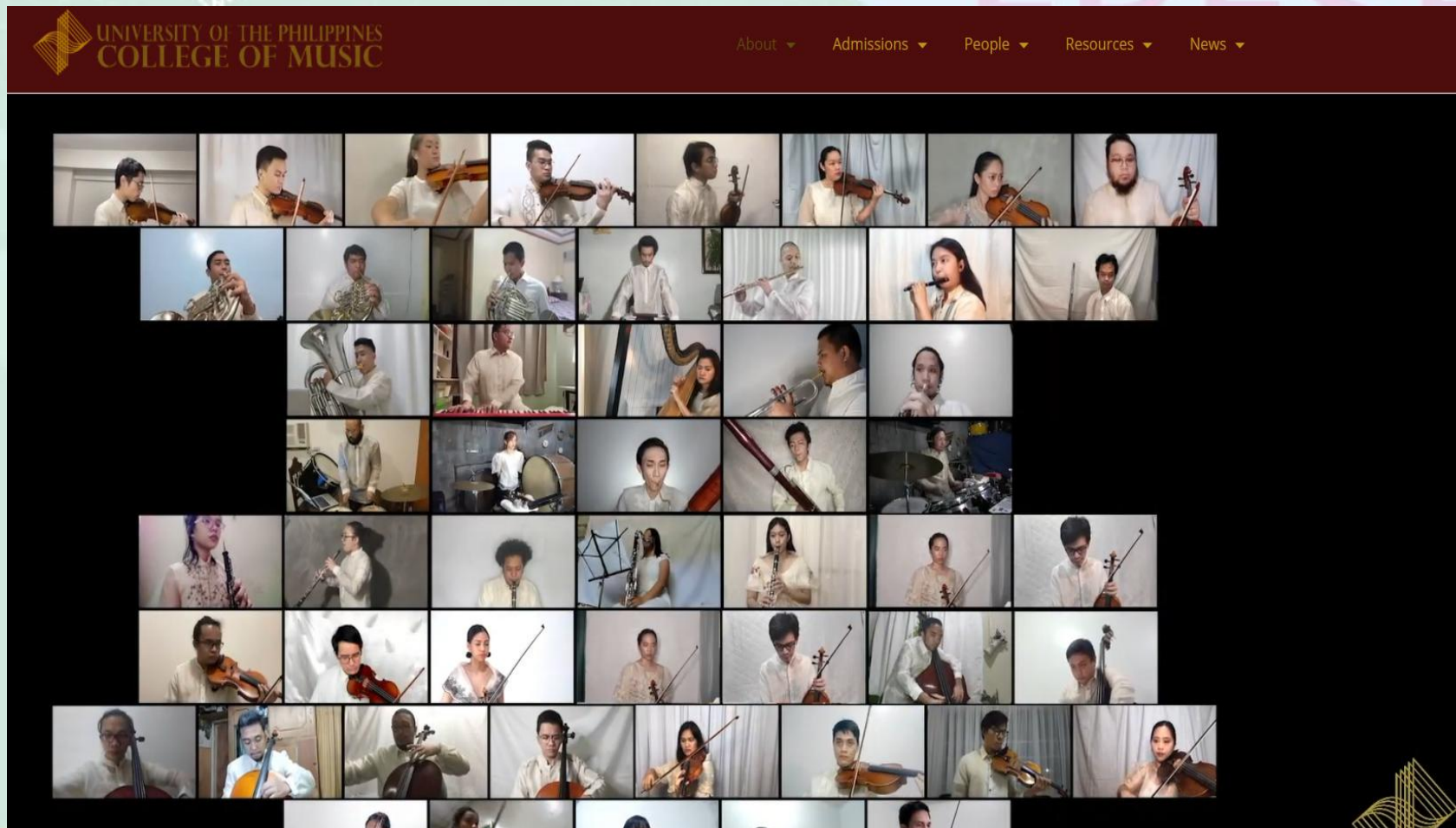
Kuya Ofre

Kuya Roger Kuya Sof

Ate Beth

MUSIC
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ORIENTATION
2021

Please check out the UP CMu website
<https://music.upd.edu.ph>



UP College of Music YouTube channel

<https://www.youtube.com/channel/UC9dwCYAzfT7kJ0Qj2rCu74Q>

The screenshot shows the YouTube channel page for the UP College of Music. At the top, the channel name "UP College of Music" is displayed with a logo of a golden grid pattern and "431 subscribers". A "SUBSCRIBED" button and a notification bell icon are on the right. Below this is a navigation bar with tabs for HOME, VIDEOS, PLAYLISTS, CHANNELS, DISCUSSION, and ABOUT, along with a search icon and a right-pointing arrow. The main content area features a video titled "Honor Roll Concert" with a thumbnail showing the concert poster. The video description states it was presented by the University of the Philippines College of Music Keyboard Department on March 8, 2021, at 6:30 PM, featuring pianists Brian Berino, John Paul Del Rosario, and Angel. Below the video is an "Uploads" section with a "PLAY ALL" button. Five video thumbnails are shown in a row, each with its title and duration: "Baroque Organ Music" (51:55), "Gitara at Awit 3: Panimulang Klase sa Paggigitarang para ..." (50:57), "LOOK AT THE WORLD: Conducting Recital I - Mary..." (1:03:31), "Ad Meliora - Recital II - Kelbert Sinfuego" (34:19), and "DEAI - An Asian Music Recital" (1:12:59).

UP College of Music
431 subscribers

SUBSCRIBED

HOME VIDEOS PLAYLISTS CHANNELS DISCUSSION ABOUT

Honor Roll Concert
UP College of Music • 717 views • 5 months ago

University of the Philippines College of Music Keyboard Department proudly presents Honor Roll Concert. March 8, 2021 6:30 PM featuring pianists: Brian Berino | John Paul Del Rosario | Angel...

1:42:31

Uploads ▶ PLAY ALL

Baroque Organ Music
19 views • 1 day ago

Gitara at Awit 3: Panimulang Klase sa Paggigitarang para ...
50:57

LOOK AT THE WORLD: Conducting Recital I - Mary...
1:03:31

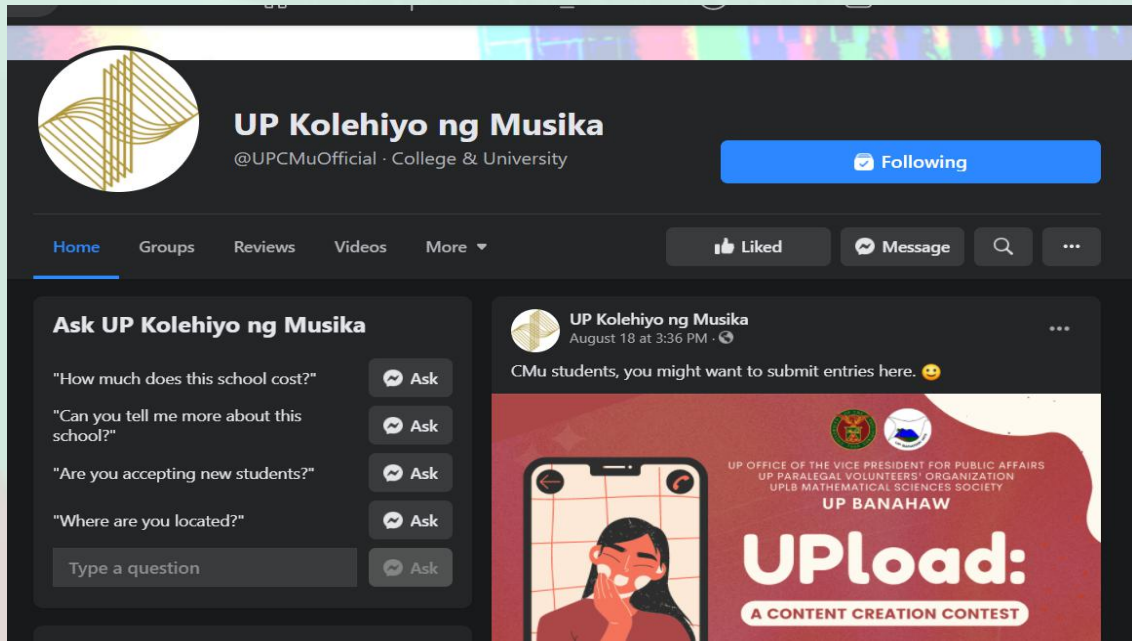
Ad Meliora - Recital II - Kelbert Sinfuego
34:19

DEAI - An Asian Music Recital
1:12:59

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UNIVERSITY OF THE PHILIPPINES
College of Music



UP Kolehiyo ng Musika
@UPCMuOfficial · College & University

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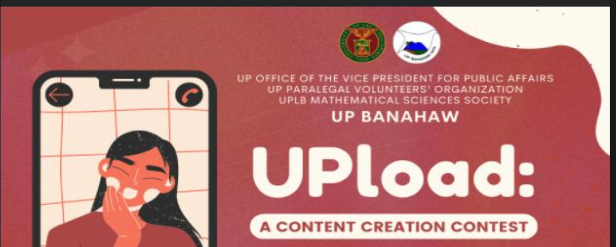
Ask UP Kolehiyo ng Musika

- "How much does this school cost?" Ask
- "Can you tell me more about this school?" Ask
- "Are you accepting new students?" Ask
- "Where are you located?" Ask

Type a question Ask

UP Kolehiyo ng Musika
August 18 at 3:36 PM

CMu students, you might want to submit entries here. 😊



UP OFFICE OF THE VICE PRESIDENT FOR PUBLIC AFFAIRS
UP PARALEGAL VOLUNTEERS' ORGANIZATION
UPLB MATHEMATICAL SCIENCES SOCIETY
UP BANAHAW
UPload:
A CONTENT CREATION CONTEST



U

Hosting an event?
Make it easy for people to find by using Facebook events.
Create Event

UPCMu-OCS

Home
Posts
Reviews
Videos
Photos
About
Community
Jobs



Liked Following Share

+ Add a Button

2021



For your comments
and suggestions:

BETTER MUSIC!
**TELL US WHAT
YOU THINK.
WE WANT TO
HEAR FROM YOU.**

Send us your comments
and suggestions
by scanning this QR Code



UP COLLEGE OF MUSIC

ORIENTATION

Thanks for listening.

Let us review the things presented.

Group assessment: (10 minutes) You will be sorted into break-out groups. A google link will be posted in the zoom chat for you to answer as a group. The group that gets the highest score within the time period will be given prizes by the Office of the College Secretary.

Individual assessment: (10 minutes) Compose an essay or poem about the UPCMu mission-vision motto: *Imagine-Embody-Engage*. Submit your work in the link. A prize awaits two chosen freshies from the Office of the Dean.

Individual Assessment Link (10 minutes)

- <https://forms.gle/JJYt7ZKLnpX7MMqH9>

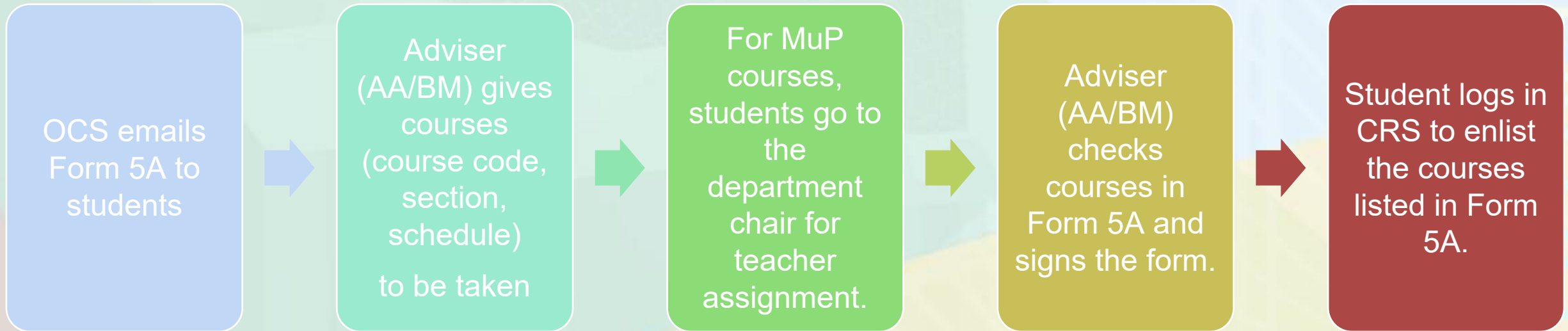
Group Assessment Link (10 minutes)

- <https://forms.gle/4xqLuHhnXTw2nktf9>
- Refer to excel sheet for break-out room assignments

Instructions for 1-3 PM department orientation

- AA students will be in the AA plenary room and then in their concentration break-out rooms for advising (AA plenary until 1:45 PM). AA students will transfer to the department for their teacher assignments in primary and secondary concentration.
- BM students will be in their department break-out rooms according to major.
- 3 PM: Plenary for the Introduction to the Kamusika Mentoring Program

C. Music Pre-enlistment flowchart





Padayon bagong Isko at Iska!

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2021