

INSTRUCTIONS FOR INCOMING GRADUATE STUDENTS – 2nd Semester, AY 2017-2018

- 1) Go to the Center for Public Administration and Governance Education (CPAGE) at the NCPAG Ground Floor from as soon as possible. You will receive the following documents:
 - a. **Acceptance Letter** indicating the degree program that you are qualified to enroll in.
 - b. **Endorsement Letter** addressed to the University Health Service (UHS) for processing of your **Medical Certificate**.
 - c. **Student Directory** (OUR Form No. 3) to be filled out.
 - d. **Plan of Study (POS)** form and consult a faculty adviser in accomplishing your form.
 - e. **College Admission Slip** (CAS Form 002).
- 2) Go to the University Health Service (UHS). Present your **Endorsement Letter** and submit to a physical examination to get a **Medical Certificate**.
- 3) Go back to the College (NCPAG-CPAGE) to check and prepare the following documents that you need to submit to the Office of the University Registrar (OUR):
 - a. **College Admission Slip** (CAS Form 002) addressed to the Office of the University Registrar
 - a. Completed **Student Directory** w/photos (OUR Form No. 3)
 - b. Proposed **Plan of Study (POS)**
 - c. **Official Transcript of Records (OTR)** from NCPAG used for evaluation:
 - I. Bachelor's Degree (For Dip PM and MPA)
 - II. Bachelor's and Master's Degree (For DPA)
 - d. Original **PSA Birth Certificate**
 - e. Original **PSA Marriage Certificate** (for married women)
 - f. **Medical Certificate**
 - g. **Honorable Dismissal or Transfer Credentials** and OTR claim stub (if required)
- 4) Go to the **Office of the University Registrar (OUR) Admission Section** and submit **all the requirements** indicated above with your **Acceptance Letter** from NCPAG and one (1) copy of your accomplished **Student Directory** Form. Get your **University Endorsement Letter** addressed to your school, this will enable you to process your Official Transcript of Records (OTR). Then, get your **University Admission Slip (UAS)** and your **online CRS Account**.
- 5) Submit your **University Admission Slip (UAS)** to NCPAG-CPAGE for record purposes.
- 6) Activate your **online CRS Account** and update your **Student Profile**. You must check the CRS website www.crs.upd.edu.ph for further announcements on pre-enlistment, registration schedules and class offerings.
- 7) **Pre-enlist online** during the pre-enlistment schedules using your CRS Account in no more than 12 units (for full-time students) or 6 units (for part-time students). Please refer to your Plan of Study and the Curriculum Checklist.
- 8) Regularly check www.ncpag.upd.edu.ph and www.crs.upd.edu.ph for **Announcements** on student related activities.

NOTICE:

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| 08 January 2017 (Mon) | - 1st day of Registration for 2nd Semester, AY 2017-2018 (for Freshmen, Graduating, Varsity & Graduate Students) |
| 09-11 January 2017 (Tue-Thu) | - Regular Registration (All UPD Undergraduate & Graduate Students) |
| 15 January 2017 (Mon) | - 1st Day of Classes |

REGISTRATION SCHEDULE 8:30 AM – 12:00 NN and 1:00 PM – 4:30 PM