

# Mechanical Engineering Registration Guidelines

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## I. Registration Flow

Registration Flow			Place
Step	Procedure	Persons-in-Charge	
1a	Online Pre-Advising (optional)*	Adviser	
1b	Printing of Form 5A	Students	
2	Pre-Advising	Adviser	ME Conference Room
3	Enlistment	JCSG, JDED, KSJ	ME 2
3a	Re-Advising	Adviser	ME Conference Room
4	Validation	Adviser	ME Conference Room
5	Assessment	Sir Bryan / Ate Yolly	Secretary's Desk
6	Printing of Form 5	Sir Bryan / Ate Yolly	Secretary's Desk
7	Post-Advising	Adviser	ME Conference Room
8	Payment	Student	UP Theatre, Cashier
9	Feedback	Student	Online
10	Complaints Desk	ESS	ME 2

## II. Registration Checklist

Check for the following:

### 1. Pre-advising of Form 5A

- Make the student sign and read the memo on underloading and DME registration contract.

- For RGEPs and electives
  - Check CRS account of student for the RGEPs taken.
  - Check for the required RGEPs and the subjects s/he has taken.
- For ME subjects:
  - Check for pre- and co-requisites.
  - Check for encouraged and discouraged lists of subjects per year level
- For underloading:
  - Avoid underloading.
    - If the student chose to be underloaded make sure s/he writes a letter that s/he accepts all the repercussions of being underloaded.
  - If the reasons are valid:
    - Make sure s/he signs the memo on underloading.
    - The student should write the reason in their Form 5 prior to payment and provide adequate supporting documents.
- For graduating students:
  - Make them pass their application for candidacy for graduation.
  - Make them pass their tagging for graduating status.

## 2. Validation

- Are all subjects in Form 5A enlisted?
  - If yes, proceed to assessment.
  - If not, advise the student again.

## 3. Post Advising

- Are all enlisted subjects are the one advised?
  - If yes, sign the Form 5 and let the student proceed to the next step.
  - If not, advise the students again.

## III. Academic Information

### *Academic Load*

The academic load for undergraduate students is a **maximum of 18 lecture units, or 21 units including laboratory**, except in programs where the normal semestral load is more than 18 units.

Graduating students with very good academic records may be permitted to carry a heavier load **in their last year.**

The **normal load during midyear term is 6 units;** in justifiable cases, the Dean may allow enrollment up to 9 units.

*Waiver of Prerequisites*

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

However, in meritorious cases, students who 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. Permission shall be granted only upon application by the student. The application shall be accompanied with certification form:

- the student’s instructor in the prerequisite course that the student had fully attended said course, and
- the Vice Chancellor for Student Affairs that the student’s failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her.

Each College shall be authorized to grant the permission, and shall act through a Dean’s committee, which shall determine the merit of the application. The said committee shall include the College Secretary.

The student who is granted permission under these rules is **required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.**

**IV. Forms**

<b>Form</b>	<b>Signatories</b>
Waiver of Prerequisite	1. Instructor/s of the prerequisite course/s. 2. Student Disciplinary Council Chair 3. Instructor/s offering the “higher” course 4. Department Chair 5. College Secretary

Permit to Overload	<ol style="list-style-type: none"> <li>1. Program Adviser</li> <li>2. Department Chair</li> <li>3. College Secretary</li> <li>4. Dean</li> </ol>
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Form	Signatories
Appeal for Readmission	<ol style="list-style-type: none"> <li>1. Guidance Counselor (Office of Counseling and Guidance)</li> <li>2. Program Adviser</li> <li>3. Department Chair</li> <li>4. College Secretary</li> <li>5. Associate Dean for Student Affairs</li> <li>6. College Dean</li> </ol>

## V. List of Courses and Their Pre-/Co-requisites

*Note:* The co-requisites listed in the third column must be taken before or together with the courses listed in the first column.

Course	Units	Pre-/Co-Requisite	Remarks
<i>Chemistry, Math, and Physics Courses</i>			
Chem 16	5	---	
Math 17	5	---	
Math 53	5	Math 17 <sup>P</sup>	
Math 54	5	Math 53 <sup>P</sup>	
Math 55	3	Math 54 <sup>P</sup>	
Physics 71	4	Math 17 <sup>P</sup>	
Physics 71.1	1	Physics 71 <sup>C</sup>	
Physics 72	4	Physics 71 <sup>P</sup>	
Physics 72.1	1	Physics 72 <sup>C</sup> , Physics 71.1 <sup>P</sup>	
Physics 73	4	Physics 72 <sup>P</sup>	

Physics 73.1	1	Physics 73 <sup>C</sup> , Physics 73.1 <sup>P</sup>	
<i>Engineering Sciences</i>			
ES 1	2	---	
ES 11	3	Math 54 <sup>P</sup> , Physics 71 <sup>P</sup>	
ES 12	3	ES 11 <sup>P</sup>	
ES 13	3	ES 11 <sup>P</sup>	
ES 15	3	ES 12 <sup>P</sup>	
ES 21	3	Math 55 <sup>C</sup>	
ES 26	3	Math 53 <sup>P</sup>	

Course	Units	Pre-/Co-Requisite	Remarks
<i>Non-ME Courses</i>			
CE 22	3	4th year standing <sup>P</sup>	
EEE 1	4	ES 21 <sup>P</sup> , Physics 72 <sup>P</sup>	
EEE 4	3	EEE 1 <sup>P</sup>	
IE 3	3	3rd year standing <sup>P</sup>	
MetE 143	3	Chem 16 <sup>P</sup> , Physics 72 <sup>P</sup>	
PI 100	3	Senior standing <sup>P</sup>	
<i>ME Courses</i>			
ME 41	3	ES 1 <sup>P</sup> , Math 53 <sup>P</sup>	
ME 63	3	Math 54 <sup>P</sup> , Physics 72 <sup>P</sup>	
ME 73	3	ME 63 <sup>P</sup> , ES 15 <sup>C</sup>	
ME 91	3	ES 21 <sup>P</sup> , ES 26 <sup>P</sup>	
ME 122	3	ES 15 <sup>P</sup>	
ME 131	4	4th year standing <sup>P</sup> , MetE 143 <sup>C</sup>	
ME 136	3	4th year standing <sup>P</sup> , MetE 143 <sup>C</sup>	
ME 142	3	ME 41 <sup>P</sup> , ES 12 <sup>P</sup>	
ME 143	3	ME 142 <sup>P</sup> , ES 21 <sup>P</sup>	
ME 153	3	ES 13 <sup>P</sup> , MetE 143 <sup>C</sup>	
ME 154	3	ME 41 <sup>P</sup> , ME 153 <sup>P</sup>	

ME 155	2	ME 143 <sup>P</sup> , ME 154 <sup>P</sup>	
ME 164	3	ME 63 <sup>P</sup> , ME 91 <sup>P</sup>	
ME 165	3	ME 63 <sup>P</sup>	
ME 176	3	ME 73 <sup>P</sup> , ES 21 <sup>P</sup>	
ME 177	2	ME 176 <sup>P</sup>	
ME 180	2	5th year standing	
ME 183	4	ME 164 <sup>P</sup>	
ME 188	4	ME 122 <sup>P</sup> , ME 164 <sup>P</sup> , ME 165 <sup>P</sup>	





## VII. List of Approved RGEPs and Electives

### RGEP

#### a. Arts and Humanities — 15 units (9 units must be English)

<b>Required</b>	Comm 3 (Eng)	Eng 10	Fil 40	
<b>Free (Eng)</b>	CW 10	Eng 1*	Eng 11/12	Eng 30 <sup>a</sup>
<b>Free Choice</b>	Art Stud 1	Film 10	MPs 10	Pan Pil 40
	Art Stud 2	Film 12	MuD 1	Pan Pil 50
	BC 10	Humad 1	MuL 9	Phil Stud 12
	EL 50	J 18	MuL 13	SEA 30
	FA 28	Kom 1	Pan Pil 12	Theatre 10
	FA 30	Kom 2	Pan Pil 17	Theatre 11
	Fil 25	L Arch 1	Pan Pil 19	Theatre 12

Legends:

\* - credited if taken previously or under bridge program

<sup>a</sup>

- must be junior standing

#### b. Social Sciences and Philosophy — 15 units

<b>Required</b>	Kas 1	Philo 1		
<b>Free Choice</b>	Anthro 10	Econ 31	Lingg 1	Soc Sci 1
	Archaeo 2	Geog 1	Philo 10	Soc Sci 2
	Arkiyoloji 1	Kas 2	Philo 11	Soc Sci 3
	CE 10	L Arch 1	SEA 30	Socio 10
	Econ 11			

#### c. Math, Science and Technology — 9 units

<b>Required</b>	STS			
<b>Free Choice</b>	Bio 1	FN 1	L Arch 1	MS 1
	CE 10	GE 1	MBB 1	Nat Sci 2
	Env Sci 1	Geol 1		
<b>Not Allowed</b>	Chem 1 EEE 10*	ES 10* Math 1*	Math 2 Nat Sci 1	Physics 10

Legend:

\* - credited if taken previously or under bridge program

*Electives*

- Eng'g 197 / 198
- Acctg 1 □ EnE 31
- Stat 101

\*\*Section with Students' and Advisers' names removed for Privacy. Check Facebook Group for List