

# **MECHANICAL ENGINEERING REGISTRATION GUIDELINES**

**for 1st Semester AY 2021-2022**



**UPD DEPARTMENT OF MECHANICAL ENGINEERING**





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# I. REGISTRATION FLOW

## STEP 0: DME STUDENT DATABASE

Before proceeding with the registration, all ME students must fill out the **1st Sem AY 2021-2022 Student Database** through this [link](#).

This form will be used to collect information of the students of the Department of Mechanical Engineering in UP Diliman. Please note that submitting this form will serve as a **requirement** before proceeding with assessment for registration for the 1st Semester of AY 2021-2022.

Your responses in this form will serve as a record for the Department of Mechanical Engineering and will be mainly be used for the communication of important announcements and concerns.



# I. REGISTRATION FLOW

## STEP 1: PRE-ADVISING

Your registration adviser will leave **remarks** on the **Preenlistment module** of your CRS account. If you have concerns or questions, you may request for pre-advising to your registration adviser by sending them an **email**.

**For freshmen**, you may also request for a synchronous pre-advising through Zoom on August 31, 9 AM onwards, by signing up [here](#). Take note that the synchronous pre-advising is *optional*.

## STEP 2: ENLISTMENT

If you did not get all pre-advised courses, students shall proceed to enlistment of courses.

**For freshmen**, enlistment shall be during the scheduled Advanced Freshman Registration on **September 1**. OUR staff will add/remove courses according to the instructions given by the adviser in the Adviser's Remarks in the Preenlistment module.

**For other students**, enlistment shall be during the registration period on **September 13-15**. Please refer to the enlistment guidelines of the offering unit of the course/s you need.





# I. REGISTRATION FLOW

## STEP 3: LOCKING OF ENLISTMENT

Locking of enlistment means that you have all courses you need, and you are sure with taking all of them.

**For freshmen**, OUR staff will lock your enlistment if you are satisfied with the previous step.

**For other students**, please check first your Home module to see if your scholarship (like RA 10931 Free Education Act) is tagged to your account. Then, you must lock manually by clicking on the **Lock Enlistment** button in the Student Registration module in your CRS account. A prompt will appear. If your scholarship is already tagged, you may select **Proceed to Assessment**. If not, select **Wait for Scholarship Tagging**.

## STEP 4: POST-ADVISING

Post-advising is for your registration adviser to check if you followed their instructions.

Students are automatically queued for post-advising but advisers are not automatically notified, so please **inform your adviser** if you need to have your registration post-advised.



# I. REGISTRATION FLOW

## STEP 5: ASSESSMENT

If you have selected **Proceed to Assessment** earlier, then you are automatically queued for assessment after being post-advised.

If you have selected **Wait for Scholarship Tagging**, and your scholarship is now tagged, then select **Proceed to Assessment** in the Student Registration module.

The assessors are checking the queue for assessment regularly, so please allow ample time for them to process before following up.

## STEP 6: PAYMENT

Payment is only for those who are not covered by RA 10931 or other scholarships. Please follow instructions [here](#) on how to process your payment. If you are covered by RA 10931, you will automatically be Paid and Enrolled after assessment.







# I. REGISTRATION FLOW

## STEP 7: PRINTING OF FORM 5 (optional)

The Form 5 serves as your Certificate of Enrollment, and is not required to be printed for the student to be enrolled.

You may print or download a PDF copy of your Form 5 by doing the following:

1. Go to the **Settlement of Outstanding Transactions** module of your CRS account.
2. Go to the **Completed Transactions** tab.
3. Select the Academic Year and Semester, and click **Load Completed Transactions**.
4. Select **Print Form** opposite the Transaction Type.
5. Print or download the PDF copy of your Form 5.





## II. 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.

We recommend students to take a lighter load this semester due to the challenges of remote learning set-up and a shortened 12-week semester. A suggested plan of study can be viewed through this [link](#).







# II. ACADEMIC INFORMATION

## 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 from:

- 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.





# III. LIST OF COURSES

2005 program

## CHEMISTRY, MATHEMATICS AND PHYSICS

Course	Units	Prerequisites	Corequisites
Chem 16	3		
Chem 16.1	2		Chem 16
Math 21	4	High School Basic Calculus	
Math 22	4	Math 21	
Math 23	4	Math 22	
Physics 71	4		Math 21
Physics 71.1	1		Physics 71
Physics 72	4	Physics 71	
Physics 72.1	1	Physics 71.1	Physics 72
Physics 73	4	Physics 72	
Physics 73.1	1	Physics 72.1	Physics 73







# III. LIST OF COURSES

2005 program

## ENGINEERING SCIENCES

Course	Units	Prerequisites	Corequisites
ES 1	2		
ES 11	3	Math 54, Physics 71	
ES 12	3	ES 11	
ES 13	3	ES 11	
ES 15	3	ES 12	
ES 21	3		Math 55
ES 26	3	Math 53	

## NON-ME COURSES

Course	Units	Prerequisites	Corequisites
CE 22	3	4th year standing	
EEE 1	4	ES 21, Physics 72	
EEE 4	3	EEE 1	
IE 3	3	3rd year standing	
MetE 143	3	Chem 16, Physics 72	
PI 100	3	Senior standing	





# III. LIST OF COURSES

2005 program

## MECHANICAL ENGINEERING

Course	Units	Prerequisites	Corequisites
ME 41	3	ES 1, Math 53	
ME 63	3	Math 54, Physics 72	
ME 73	3	ME 63	ES 15
ME 91	3	ES 21, ES 26	
ME 122	3	ES 15	
ME 131	4	4th year standing	MetE 143
ME 136	3	4th year standing	MetE 143
ME 142	3	ME 41, ES 12	
ME 143	3	ME 142, ES 21	
ME 153	3	ES 13	MetE 143
ME 154	3	ME 41, ME 153	
ME 155	2	ME 143, ME 154	
ME 164	3	ME 63, ME 91	
ME 165	3	ME 63	







# III. LIST OF COURSES

2005 program

## MECHANICAL ENGINEERING

Course	Units	Prerequisites	Corequisites
ME 176	3	ME 73, ES 21	
ME 177	2	ME 176	
ME 180	2	5th year standing	
ME 183	4	ME 164	
ME 188	4	ME 122, ME 164, ME 165	





# III. LIST OF COURSES

2018 program

## CHEMISTRY, MATHEMATICS AND PHYSICS

Course	Units	Prerequisites	Corequisites
Chem 16	3		
Chem 16.1	2		Chem 16
Math 21	4	High School Basic Calculus	
Math 22	4	Math 21	
Math 23	4	Math 22	
Physics 71	4		Math 21
Physics 71.1	1		Physics 71
Physics 72	4	Physics 71	
Physics 72.1	1	Physics 71.1	Physics 72

## ENGINEERING SCIENCES

Course	Units	Prerequisites	Corequisites
ES 1	2		
ES 26	3	Math 21	
ES 101	4	Math 22	







# III. LIST OF COURSES

2018 program

## NON-ME COURSES

Course	Units	Prerequisites	Corequisites
EEE 1	4	ES 21, Physics 72	
MetE 143	3	Chem 16, Physics 72	
PI 100	3		

## MECHANICAL ENGINEERING

Course	Units	Prerequisites	Corequisites
ME 1	3		
ME 11	4	ES 26	Math 23
ME 12	4	ME 11	
ME 31	1	ES 1	
ME 32	1	ES 1	
ME 51	4	ES 101	
ME 61	4	Chem 16	Math 23
ME 62	4	ME 61	
ME 71	3	EEE 1	
ME 100	2	4th year standing	





# III. LIST OF COURSES

2018 program

## MECHANICAL ENGINEERING

Course	Units	Prerequisites	Corequisites
ME 113	2	ME 12	
ME 133	3	ES 101, ME 31, ME 32	
ME 134	4	MetE 143, ME 133	
ME 146	4	ME 11, ES 101	
ME 147	4	ME 146	
ME 152	4	MetE 143, ME 51	
ME 156	3	ME 146, ME 152	
ME 163	4	ME 12, ME 61	
ME 166	4	ME 62, ME 163	
ME 172	4	ME 12, ME 71	
ME 190	2	ME 172	
ME 195	3	ME 133	
ME 196	2	ME 134, ME 195	
ME 199	2	ME 190	



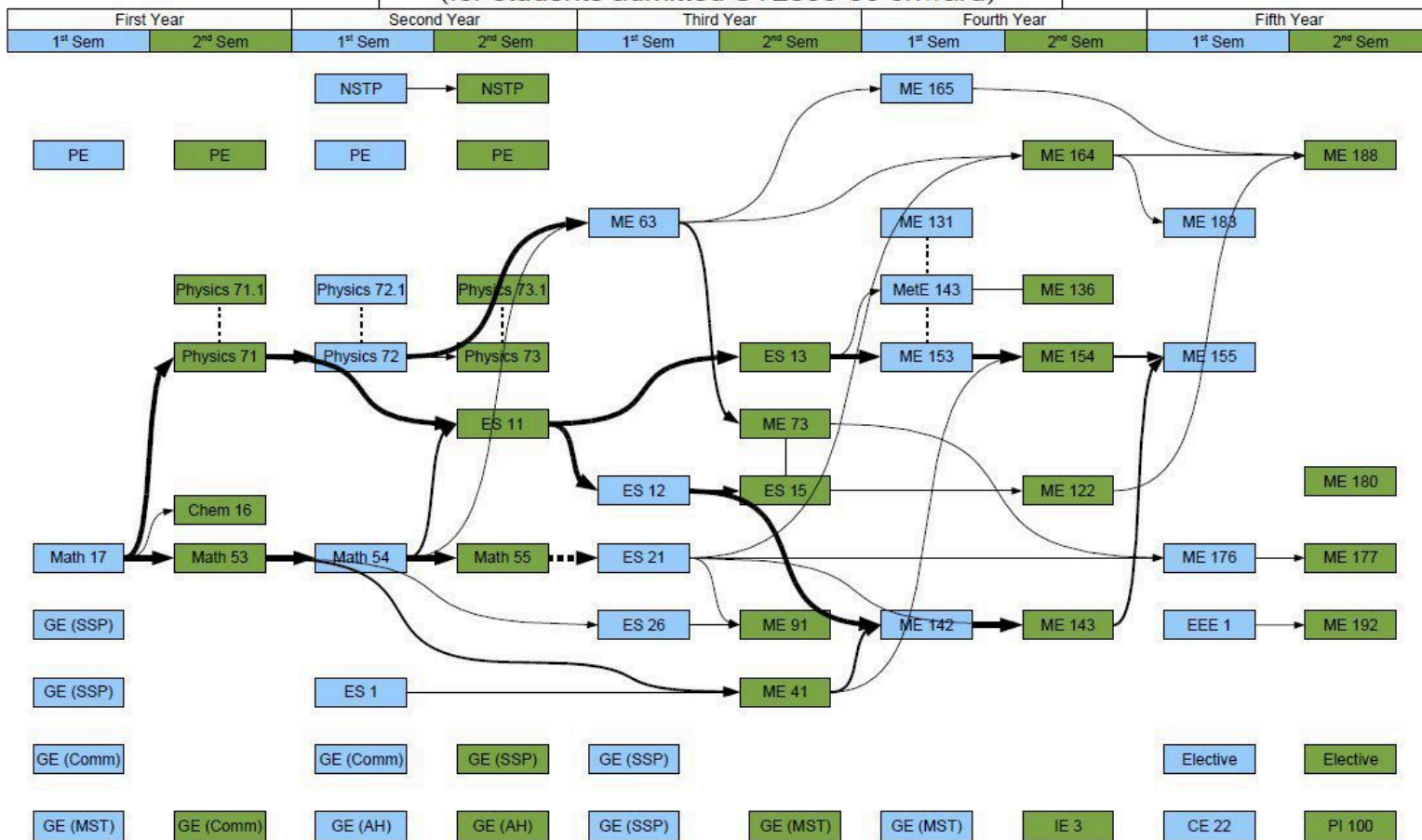




# IV. FLOWCHART OF PREREQUISITES

2005 program

BS Mechanical Engineering: Chart of Prerequisites  
(for students admitted SY2005-06 onward)



\* six (6) units of RGEF courses must be in Philippine Studies in ANY domain

\*\* any four (4) courses in Physical Education (PE) is required

\*\*\* All students are required to take the one-year program in one of the following components: a) Military Training Service (ROTC) or b) Civic Welfare Training Service (CWTS)

\*\*\*\* with Department approval

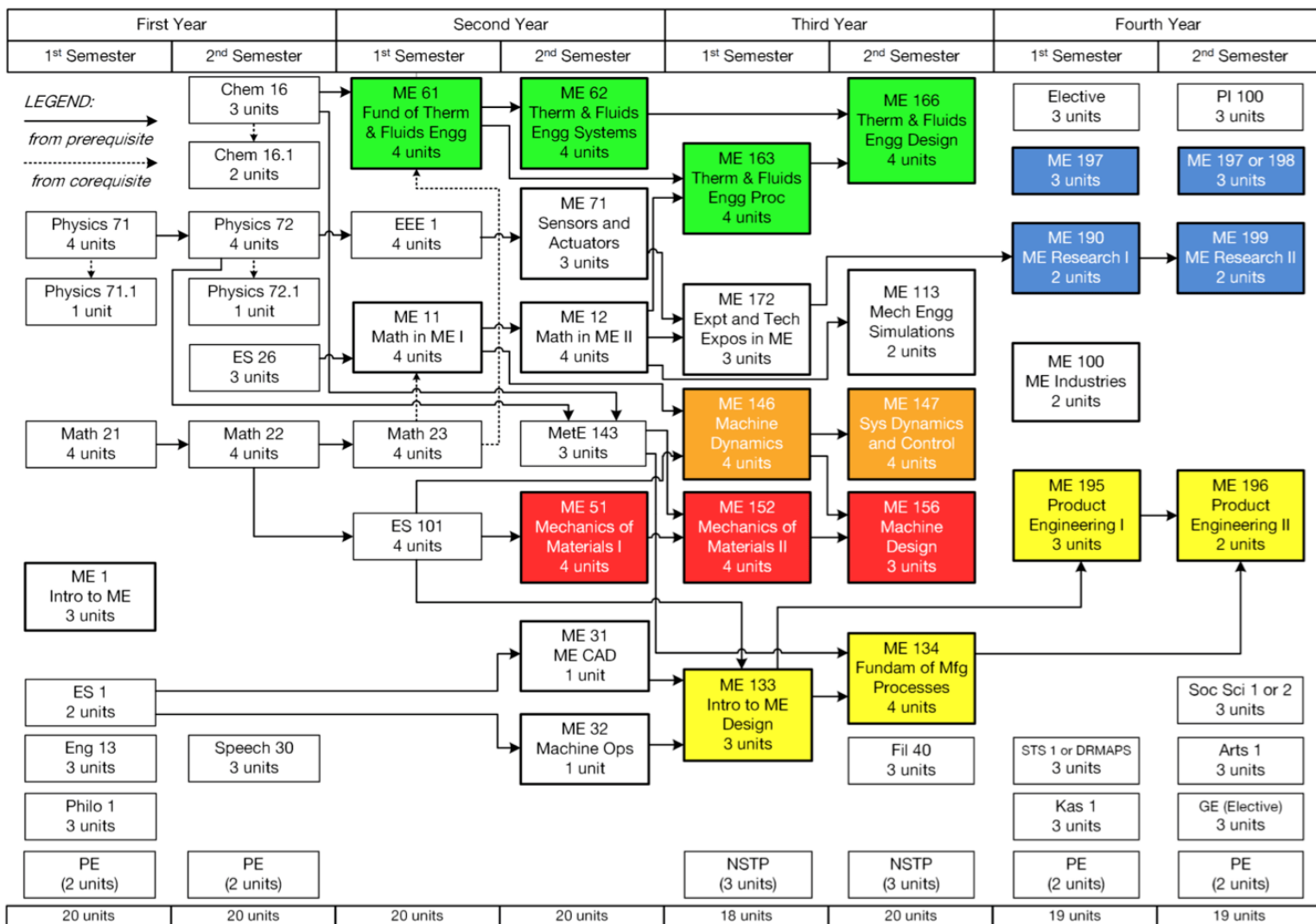




# IV. FLOWCHART OF PREREQUISITES

2018 program

BSME New 2018 Curriculum for Incoming Freshmen AY 2018-2019 and later



\*\*UC Approved as of June 2018



UPD DEPARTMENT OF MECHANICAL ENGINEERING





# V. PE COURSES

Basic Physical Education (PE) is a prerequisite for graduation.

Eight (8) units of PE are required of all undergraduates with the following exceptions:

- students who hold the Associate in Arts title (or equivalent) or a Bachelor's degree;
- members of the ROTC Band (required to take only 2 PEs);
- members of the Rayadillo;
- students 30 years old or older;
- veterans of the armed forces, navy, or air force; and
- students who have served on a full-time basis for at least two (2) years in the armed forces, navy, or air force.





# V. PE COURSES

To satisfy PE requirements, students may take any of the following:

**PE 1** *Foundations of Physical Fitness* – May be taken once only. No prerequisites. Students are not required to take PE 1 to take PE 2.

**PE 3** *A Variety of Elective Physical Education Activities for Intermediate Students* – May be taken by students who have completed PE 2 of the same title (the prerequisite), eg if you have completed PE 2 Aikido then you can take PE 3 Aikido. May be taken multiple times as long as not the same title.

**PE 2** *A Variety of Elective Physical Education Activities for Beginners* – May be taken multiple times as long as not the same title (e.g. If you have completed PE 2 Aikido, you should not take PE 2 Aikido again.) No prerequisites.

**PE 4** *Selected Physical Education Activities and Training* – Prerequisite: Membership in UPD Varsity Team, UP Pep Squad, UP Filipiniana Dance Group and UP Dance Company. May be taken four times.



# V. PE COURSES

PE courses are also **non-credit units**, as indicated by the parenthesis in number of units. They are not counted towards the student's total credit load for the semester for underload or overload.

PE courses may be taken at any time during the program as long as the student is able to meet the requirements in time for graduation.

Students may only take **one PE course per semester**, unless they are of **graduating status**.

**Freshmen** are highly encouraged to enroll in a PE course while they are of higher registration priority. However, if there are no more slots, students may

- Finish their registration during the Advanced Freshman Registration and try to enlist in PE during the Regular Registration through a Change of Matriculation process, or
- Take PE in the succeeding terms instead.







# VI. GE COURSES

## 2005 program

For the 2005 program, students must take a total of 39 units of GE courses, with 18 units of required courses and 9 units of English courses. Requirements for each domain is listed below.

### ARTS AND HUMANITIES (AH) DOMAIN

*Required: 15 units (9 units must be English)*

REQUIRED	FREE (Eng)	FREE CHOICE	
Speech 30*	CW 10	Art Stud 2	Film 12
Eng 13*	Eng 11	ARTS 1	L Arch 1**
Fil 40	Eng 12	DRMAPS**	MPs 10
	Eng 30	EL 50	Pan Pil 17
		FA 28	Pan Pil 19
		FA 30	PHILARTS 1
		Fil 18	PS 21
		Fil 25	SEA 30***
		Fil 30	Theatre 11
		Film 10	Theatre 12

\* Both Speech 30 and Eng 13 account for the English requirement.

\*\* Can also be taken to fulfill GE requirement either as MST or SSP; can be credited only once

\*\*\* Can also be taken to fulfill GE requirement as SSP; can be credited only once





# VI. GE COURSES

## 2005 program

For the 2005 program, students must take a total of 39 units of GE courses, with 18 units of required courses and 9 units of English courses. Requirements for each domain is listed below.

### SOCIAL SCIENCES AND PHILOSOPHY (SSP) DOMAIN

*Required: 15 units*

REQUIRED	FREE CHOICE		
Kas 1	Anthro 10	Geog 1	SAS 1
Philo 1	Archaeo 2	Kas 2	SEA 30**
	Arkiyoloji 1	L Arch 1*	Soc Sci 1
	Demo 1	Lingg 1	Soc Sci 2
	DRMAPS*	Philo 10	SOSC 3
	Econ 11	Philo 11	Socio 10
	ETHICS 1		

\*Can also be taken to fulfill GE requirement either as AH or MST; can be credited only once

\*\*Can also be taken to fulfill GE requirement as AH; can be credited only once



# VI. GE COURSES

## 2005 program

For the 2005 program, students must take a total of 39 units of GE courses, with 18 units of required courses and 9 units of English courses. Requirements for each domain is listed below.

### MATH, SCIENCE AND TECHNOLOGY (MST) DOMAIN

*Required: 9 units*

REQUIRED	FREE CHOICE		RESTRICTED
STS 1	Bio 1	Geol 1	Chem 1
	DRMAPS*	L Arch 1*	Math 2
	Env Sci 1	LIS 10	Math 10
	FN 1	MBB 1	Physics 10
	GE 1	MS 1	

\*Can also be taken to fulfill GE requirement either as AH or SSP; can be credited only once





# VI. GE COURSES

## 2018 program

For the 2018 program, students are required to take the following GE courses (24 units) and 1 GE (Elective) course, provided that the course is **NOT** under Physics, Chemistry or Mathematics.

### REQUIRED COURSES

ARTS 1	Philo 1
Eng 13	STS 1 or DRMAPS
Speech 30	Soc Sci 1 or Soc Sci 2
Kas 1	Fil 40

### RESTRICTED COURSES

Chem 1	Math 2
Math 10	Physics 10







# VI. GE COURSES

## 2018 program

For the 2018 program, students are required to take the following GE courses (24 units) and 1 GE (Elective) course, provided that the course is NOT under Physics, Chemistry or Mathematics.

### FREE CHOICE

Anthro 10	FA 30	L Arch 1	PS 21
Archaeo 2	Fil 18	Lingg 1	SAS 1
Arkiyoloji 1	Fil 25	LIS 10	SEA 30
Art Stud 2	Fil 30	MBB 1	Soc Sci 1
Bio 1	Film 10	MPs 10	Soc Sci 2
Demo 1	Film 12	MS 1	Socio 10
Econ 11	FN 1	Pan Pil 17	SOSC 3
EL 50	GE 1	Pan Pil 19	Theatre 11
Env Sci 1	Geog 1	PHILARTS 1	Theatre 12
ETHICS 1	Geol 1	Philo 10	
FA 28	Kas 2	Philo 11	



# VII. APPROVED ELECTIVES

for both 2005 and 2018 programs

Acctg 1	EE 197	IE 198
CE 197	EE 198	MatE 197
CE 198	EgyE 101	MatE 198
ChE 197	EgyE 197	ME 197
ChE 198	EM 197	ME 198
CoE 197	EM 198	MetE 197
CoE 198	EnE 31	MetE 198
ECE 197	IE 197	Stat 101
ECE 198		





## VIII. CHANGEMAT

**Change of Matriculation** (also known as CoM or changemat) is the process of adding/removing courses when the student is already **enrolled**.

### STEPS FOR CHANGE OF MATRICULATION:

1. Inform your adviser of your plan to go through change of matriculation.
2. Enlisting unit/s will add the classes you need or cancel the classes you need to be removed. Make sure that the added or cancelled classes will be reflected to your CRS account.
3. Go to **Change of Mat Locking** module of your CRS account.
4. Select **Add to Group** opposite the classes you will add/cancel.
5. Click **Lock Transaction Group** once all classes are in the group.
6. Inform your adviser of your locked CoM transaction for post-advising.
7. After post-advising, you will be automatically queued for assessment.
8. Process **payment** if needed. Otherwise, your CoM transaction will be marked **paid**.







## IX. PAYMENT

**Payment** is only required if the transaction (tuition, CoM, leave of absence, dropping) is not covered by your scholarship/ RA 10931.

### STEPS FOR PAYMENT:

1. Go to **Settlement of Outstanding Transactions** module in your CRS account.
2. Generate a payment slip by clicking **New Payment Slip** button.
3. Read carefully the instructions in the Payment Slip. Take note of the account number, account name and the modes of payment that are allowed.
4. Pay your outstanding fee/s by the mode of payment of your choice.
5. Once payment is successful, go back to **Settlement of Outstanding Transactions** module and select **Add Payment**.
6. A prompt will appear. Fill out the fields with appropriate details, then click the Save button.



# IX. PAYMENT

**Payment** is only required if the transaction (tuition, CoM, leave of absence, dropping) is not covered by your scholarship/ RA 10931.

## STEPS FOR PAYMENT:

7. Upload your proof of payment in this **Google Form**.
8. Wait for the Cashier's Office to validate your payment. (Average validation time is 3-5 days.)
9. Once your payment has been validated by the Cashier's Office, the transaction will appear in the **Completed Transactions** tab of the **Settlement of Outstanding Transactions** module.





# X. IMPORTANT DATES

## FOR FRESHMEN

<b>Aug 20-25</b>	Pre-enlistment (through CRS)
<b>Aug 26</b>	Freshman Pre-enlistment Results
<b>Aug 26 (9-10:40 AM)</b>	UPD ME Freshman Orientation (via Zoom)
<b>Aug 31</b>	Synchronous Pre-advising (optional)
<b>Sept 1</b>	Advanced Freshman Registration (c/o OUR)

## FOR OTHER STUDENTS

<b>Sept 4-8</b>	Pre-enlistment (through CRS)
<b>Sept 9</b>	Pre-enlistment Results
<b>Sept 9-10</b>	General Waitlisting Period
<b>Sept 10-25</b>	Departmental Waitlisting Period







# X. IMPORTANT DATES

## REGULAR REGISTRATION PERIOD

<b>Sept 13-15</b>	Freshmen, Varsity, HASPAG, PWDs, Graduating & Graduate Students
<b>Sept 14-15</b>	All UPD students
<b>Sept 15</b>	All other students including Cross- Registrant / Non-degree / Special / Foreign / Exchange Students
<b>Sept 17</b>	Start of Classes
<b>Sept 17</b>	Last Day of Withdrawal of Enlistment (for those who will not pursue registration)
<b>Sept 25</b>	Deadline of Change of Matriculation





# XI. RELEVANT LINKS AND CONTACTS

**AFR Missing Email:** [forms.gle/9r27J57aHNaJDtXF9](https://forms.gle/9r27J57aHNaJDtXF9)

**DME Website:** [mech.engg.upd.edu.ph](http://mech.engg.upd.edu.ph)

**DME Facebook Page:** [facebook.com/updme](https://facebook.com/updme)

**DME Facebook Group:** [facebook.com/groups/upd.me](https://facebook.com/groups/upd.me)

**CRS Facebook Group:** [facebook.com/groups/updcrs](https://facebook.com/groups/updcrs)

**COE Online Processing of Documents:** [bit.ly/CoEOnlineDocProcess](https://bit.ly/CoEOnlineDocProcess)

**OUR Helpdesk:** [helpdesk.our.upd.edu.ph](http://helpdesk.our.upd.edu.ph)

If you have questions about registration, you may contact the **UPD ME Facebook page**, or email **Ma'am Jedah** at [jpaverilla1@up.edu.ph](mailto:jpaverilla1@up.edu.ph).

