

**ORIENTATION FOR CANDIDATES FOR GRADUATION
(As of 2nd Semester 2011-2012)**

IMPORTANT DATES

08 (W) Feb 2012	Last day for graduating students to clear previous deficiencies (incurred 2 nd sem 10-11 to 1 st sem 11-12) NOTE: Remind your teachers re submission of your grades and check with your College SREs if these have been submitted.
08 (W) Feb 2012	Last day for graduating students to enroll for residence
22 (W) Feb 2012	Last day for submission of completion/removal grades of graduating students (incurred 2 nd sem 10-11 to 1 st sem 11-12)
17 (Sat) Mar 2012	Last day of classes
19 (M)–20 (T) Mar 2012	FINAL EXAMINATIONS for graduating students NOTE: Remind your teachers that you are graduating.
23 (F) Mar 2012, noon	Last day for submission of final grades of graduating students
26 (M) Mar 2012, pm	Last day for graduating students to clear current deficiencies (incurred 2 nd sem 11-12) NOTE: Make arrangements with your teachers for clearing deficiencies. If the teachers are not around, seek the help of your College Secretary.
27 (T) Mar 2012, pm	Last day for faculty to submit 2 nd sem 11-12 completion/removal grades of graduating students
29 (Th) Mar 2012, am	College faculty meetings to approve candidacies for graduation as of 2 nd sem 11-12
29 (Th) Mar 2012, pm	Deadline for Colleges to submit list of approved candidacies for graduation as of 2 nd sem 11-12
02 (M) Apr 2012, am	University Council Meeting to recommend candidacies for graduation as of 2 nd sem 11-12
(per BOR schedule)	Board of Regents Meeting to approve graduation
20 (F) Apr 2012	BACCALAUREATE SERVICE and COMMENCEMENT EXERCISES

OTHER MATTERS:

1. For students who cross-registered at one time or another in other U.P. campuses
 - check with your College SRE re transmittal of official Reports of Grades (ROGs), UP Form 5 (UP Certificate of Registration), and copy of change of matriculation, if any

 - if none, follow-up and ask the campus where you cross-registered to transmit Form 5, ROGs, completion/removal grades, and changes of matriculation, if any, to U.P. Baguio

NOTE: Students may handcarry ROGs and/or completion/removal grades **ONLY IF** these are in a sealed envelope.
2. For students who substituted courses
 - check with your College if official substitution forms have been accomplished and submitted to the Office of the University Registrar
3. Re non-academic deficiencies
 - check with your adviser or College SRE as soon as possible if you have completed all PE & NSTP requirements for graduation

 - early enough, check with your College if all non-academic documents are in order: High School card and legible copy of birth certificate (with amended copy from NSO or Local Civil Registry Office, if any)
4. Re enrolment for residence
 - make sure you are officially enrolled, even if only for residence, especially for those whose candidacies for graduation were previously withdrawn

 - should you fail to graduate this 2nd semester 2011-2012, check your MRR; if still within MRR, make sure you enroll for residence in summer 2012 or 1st sem 2012-2013. If MRR has been used up, you need to appeal for readmission from dismissed status if you still wish to graduate from UPB . Check with Julie Calica of the OUR re deadline of filing appeals for 1st semester 2012-2013.
5. For transferees
 - for those who transferred with less than 66 units: make sure all forms for validation are in order; for those who transferred with 66 units or more, check if equivalency forms have been accomplished

 - check entrance credentials if complete, i.e. official transcript of records, legible copy of birth certificate, and marriage certificate, if applicable
6. For candidates for graduation with honors
 - check with your College SRE re GWA and any underloading

REMINDER:

Check constantly with your College SREs re status of your candidacy for graduation. In case you have to leave Baguio, check with your College SREs if your records are clear or complete. The OCS and the OUR will not be responsible for the delay/withdrawal of your graduation due to non-submission on time of completion/removal grades & other required documents. You are responsible for following-up your grades/other required documents from persons concerned.