ORIENTATION FOR CANDIDATES FOR GRADUATION
(As of 2nd Semester 2019-2020)

IMPORTANT DATES

07(T) Apr 2020 Last day for graduating students to clear previous deficiencies (incurred 2nd-sem 2018-19 to 1st-sem 2019-20)

**NOTE:** Remind your teachers re submission of your grades and check with your College SREs if these have been submitted.

07(T) Apr 2020 Last day for graduating students to enroll for residence

17 (F) Apr 2020 Last day for submission of completion/removal grades of graduating students (incurred 2nd-sem 2018-19 to 1st-sem 2019-20)

13 (W) May 2020 Last day of classes

15 (F)–16(Sat) May 2020 FINAL EXAMINATIONS for graduating students

**NOTE:** Remind your teachers that you are graduating.

26 (T) May 2020, am Last day for submission of final grades of graduating students

01(M) Jun 2020, am Last day for graduating students to clear current deficiencies (incurred 2nd-sem 2019-20)

**NOTE:** Make arrangements with your teachers for clearing deficiencies. If the teachers are not around, seek the help of your College Secretary.

03(W) Jun 2020, am Last day for faculty to submit 2nd-sem 2019-20 completion/removal grades of graduating students

04(Th) Jun 2020, am College faculty meeting to approve candidates for graduation as of 2nd-sem 2019-20

04(Th) Jun 2020, pm Deadline for Collegesto submit list of approved candidates for graduation as of 2nd-sem 2019-20

08(M) Jun 2020, am University Council Meeting to recommend candidates for graduation as of 2nd-sem 2019-20

(per BORschedule) Board of Regents Meeting to approve graduation

23(T) Jun 2020 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 retransmittal 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 hand carry 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 Philippine Statistics Authority, formerly NSO and 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 2019-20, check your MRR; if still within MRR, make sure you enroll for residence in midyear term, 2020 or 1st sem 2020-21. 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 the OUR re deadline of filing appeals for 1st semester 2020-21 (c/o Jennifer Geronimo).

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

**REMAINDER:**

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 in following-up your grades/other required documents from persons concerned.