



Office of the College Secretary

08 March 2017

To : **ALL College of Education Students**

From : **LOURDES R. BAETIONG**, College Secretary

In its desire to further refine the registration process, the Office of the University Registrar is instituting the use of the Course Offering Coordination Request (COCR). It is primarily meant to ensure coordination of course needs and offerings within, between, and among academic units. In this connection, the Office of the College Secretary, with the help of the different academic areas, is conducting a survey of course needs for the 1st semester of AY 2017-2018. Through this, we aim to accomplish the following:

- generation of a demand report that each area/department can use as guide in determining its course offerings;
- assurance of slots (*more or less*) in the courses which participating students need to enroll in within and outside the College; and
- prevention of undersubscribed courses.

To realize the foregoing, you are all requested to accomplish the attached Google Form making sure that you provide the **complete, definite, and honest** information it requires. Inasmuch as the faculty in your respective areas/clusters will be tasked to consolidate the survey results, the OSec is setting **Thursday, 23 March 2017** as the deadline for the accomplishment of the form. We are hopeful that your early submission will give us an early feedback which, in turn, will give us more time to work on a second batch of requests, if necessary. Please note that compliance with prerequisites of the subjects you will request for is a must.

To determine the course titles of the subjects you need, please refer to the UPD General Catalogue 2014 through this link <http://our.upd.edu.ph/acadcat.php>.

Please be guided accordingly. Thank you very much.

Truly yours,

LOURDES R. BAETIONG
College Secretary

Att: a/s