



STUDENT RECORDS OFFICE

Office of the College Secretary

College of Social Work and Community Development

University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

NEW CHANGE OF MATRICULATION (CoM) PROCESS as of Second Semester, 2020-2021

STEPS:

1. Student informs adviser for add/change of matriculation
2. Offering unit/adviser enlists/cancels the student from the class

NOTE:

- a. Advisers cannot enlist. They can only cancel.
 - b. Only offering units can enlist.
 - c. If your status is not yet “officially registered” (not yet done with the registration process) you can’t do CoM.
3. Student groups and locks CoM via Change of Mat Locking module (new module on the student)
 4. After locking the CoM, it will automatically queue in the CoM Advising module (Adviser’s module)
 5. After CoM advising, your CoM will automatically queue for assessment in the CoM assessment module (college/dept's module)
 6. After CoM assessment, if you still need to pay, you will now generate your own “Payment Slip” in your Settlement of Outstanding Transaction module and proceed to payment. Else, this ends the CoM process.
 - a. Generates payment slip through CRS “Settlement of Outstanding Transactions Module” and process the payment
 - b. UPD Cash Office will validate payment
 - c. If validated, students may print LOA form via “Completed Transaction Tab at Settlement of Outstanding Transaction Module”

**Deadline of Change/Add of Matriculation for the Second Semester, 2020-2021
is on March 8, 2021.**

UPD New CoM Process ([flowchart](#))

Please keep posted for any updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:

UPD Office of the University Registrar (OUR): <https://our.upd.edu.ph/>

UPD Computer Registration System (CRS): <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocsxcd>

UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our email address: cswcdsro.upd@up.edu.ph

For your guidance.

Thank you

-SRO, CSWCD-