



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

CHANGE/ADD OF MATRICULATION (CoM) PROCESS

STEPS:

1. Student informs program adviser or Department Chair for add/change of matriculation
2. Offering unit/adviser enlists/cancels the student from the classlist

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 students’ CRS)
 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/Department 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 end the CoM process.
 - a. Generate payment slip through CRS “Settlement of Outstanding Transaction” module and process the payment
 - b. Add payment details using the same CRS module for UPD Cash Office validation of payment

UPD New CoM Process ([click 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: <https://our.upd.edu.ph/>

UPD CRS official website: <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 e-mail address: cswcdsro.upd@up.edu.ph

For your guidance. Thank you

-SRO, CSWCD-