



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

DROPPING APPLICATION

STEPS:

1. Student submits Dropping application through CRS
2. Student secures his/her Instructors' consent; Instructors' submits consent through CRS
3. Student secures his/her Advisers' or Department Chairs' advising; Adviser/Department Chair tag student as advised
4. Student informs SRO via email at cswcdsro.upd@up.edu.ph for dropping approval
5. SRO endorses student for Deans' approval
6. Student monitors/checks status at his/her CRS account. If dropping application has been approved:
 - a. Generate the payment slip through CRS "Settlement of Outstanding Transaction" module
 - b. Student encodes payment details through the same CRS module for UPD Cash Office validation of payment
 - c. If validated, students may print dropping form (optional) via "Complete Transaction Tab at Settlement of Outstanding Transaction" module

UPD OUR Memo MVPLO No. 20-04 – Online application of Leave of Absence ([MEMO](#))
Dropping Process Starting First Semester 2020-2021 ([Dropping 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 email address: cswcdsro.upd@up.edu.ph

For your guidance.

Thank you

-SRO, CSWCD-