



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
As of Second Semester, 2020-2021

STEPS:

1. Student submits Dropping application through CRS
2. Student informs Instructor re dropping application; Instructor submits dropping consent
3. Student informs Adviser/Department Chair for advising; Adviser submits advising
4. Students informs College (SRO) via email at cswcdsro.upd@up.edu.ph for College and Dean's Approval and Endorsement
5. SRO endorses and informs Dean for approval
6. Students checks status at his/her CRS account. If Dropping application has been approved:
 - a. Generates payment slip through CRS "Settlement of Outstanding Transactions Module" and process the payment (Please see/follow REMINDER note on the generated payments slip)
 - b. UPD Cash Office will validate payment
 - c. If validated, students may print Dropping form (optional) via "Completed Transaction Tab at Settlement of Outstanding Transaction Module"

Deadline of Dropping Application for the Second Semester, 2020-2021 is on May 20, 2021.

UPD OUR Memo MVPLO No. 20-04 - UPD Payment Process for Late Registration, CoM, and Dropping [MEMO-No.-MVPLO-20-04](#)

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 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/srocswwcd>

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-