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# Change of Matriculation (CoM) Process 1<sup>st</sup> Sem 2020-2021

Academic Information Systems Section  
Admissions and Registration Division  
Office of the University Registrar

# What is Change of Matriculation?

- Change of matriculation is the addition and/or cancellation of a class and/or change of section after a student has officially registered. It is processed online. (See CoM flowchart [here](#)).
- No change of matriculation shall be allowed after one (1) week of regular class meetings [Revised UP Code: Art. 353 as amended at 232nd UC Meeting: 04 May 1967, BOR Meeting: 29 May 1975].
- This semester, due to its unique situation, CoM will only be allowed until 14 September 2020.



# New CoM Process

1. 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.
2. Student groups and locks CoM via Change of Mat Locking module (new module on the student side. See Slide 5).



# New CoM Process

3. After locking the CoM, it will automatically queue in the CoM Advising module (Advisers' module, see Slide 6).
4. After CoM advising, your CoM will automatically queue for assessment in the CoM assessment module (college/dept's module, see Slide 7).
5. 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.

Note: Students under Free Tuition do not pay for CoM. Other CoM transactions such as Change of Schedule due to dissolved classes also do not pay for CoM.



# Change of Mat Locking Module

Thursday, 3 Sep 2020  
11:06a

Search Modules

## Change of Mat Locking

First Semester AY 2020-2021

### Main

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### Pre-Registration

[Preenlistment](#)

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### Enlistment / Registration

[Change of Mat Locking](#)

[Settlement of Outstanding Transactions](#)

### Leave of Absence

[Application for LOA](#)

### Dropping

[Dropping](#)

### Accounts Management

<input type="text"/>	OBINGUAR, JACOB, SALAZAR
<input type="text"/>	<input type="text"/>

Generate a Transaction

Type	Class Code	Class	Units	Schedule Instructors	Action

Lock Transaction Group



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# Advising for Change of Mat Module

Thursday, 3 Sep 2020  
1:07p

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## Class Management

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[Rooms Assignment](#)

[Faculty Activation](#)

## Advising for Change of Mat

[Load Student](#)

**[View Students for Post Advising](#)**

Unit	<input type="text" value="Archaeological Studies Program"/>
Degree Level	<input type="text" value="All"/>
Academic Term	<input type="text" value="Second Semester AY 2011-2012"/>
<input type="button" value="Load Students"/>	

Student Number	Name	Program	Details	Created On	Action
No students found.					



# Assessment for Change of Mat Module

Thursday, 3 Sep 2020  
1 10p

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## Announcements

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## Assesment for Change of Mat Regular Assessment Mode

[Load Student](#)

**[View Students for Assessment](#)**

Unit	<input type="text" value="Archaeological Studies Program"/>
Degree Level	<input type="text" value="All"/>
Academic Term	<input type="text" value="First Semester AY 1999-2000"/>
<input type="button" value="Load Students"/>	

Student Number	Name	Program	Details	Post-advised On	Action
No students found.					



# Change of Mat Flowchart

<https://our.upd.edu.ph/files/announce/newcom.pdf>



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