

In light of the Enhanced Community Quarantine (ECQ) because of the Covid-19 pandemic, the Student Records Office (SRO) implements a Work From Home arrangements to continuously be of service to all. We encourage everyone to submit to/transact with the SRO through our email address [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)

Please refer to our website and facebook page for course offerings, application forms and other forms, requirements, schedules of deadlines and other announcements: [pages.upd.edu.ph/srocswwcd](http://pages.upd.edu.ph/srocswwcd)  
[facebook.com/srocswwcdupdiliman](https://www.facebook.com/srocswwcdupdiliman)

1	LATE REGISTRATION	Write a letter addressed to the Chancellor, Dr. Fidel R. Nemenzo (through Channels)	Submit to SRO via email to: <a href="mailto:cswcdsro.upd@up.edu.ph">cswcdsro.upd@up.edu.ph</a>	To be endorsed by: (E-signature) >Program Adviser >Department Chair >College Secretary >Dean	(Student) To submit the letter to the University Registrar via email to: <a href="mailto:our.diliman@up.edu.ph">our.diliman@up.edu.ph</a>	OUR to endorse the letter to the Office of the Chancellor	(Student) To furnish copy/ inform SRO of approved Appeal for Late Registration to be enlisted
2	MRR EXTENSION (within 10 yrs)	Write a letter addressed to the Dean, Dr. Sylvia E. Claudio (through Channels)	Submit to SRO via email to: <a href="mailto:cswcdsro.upd@up.edu.ph">cswcdsro.upd@up.edu.ph</a> for other attachments	To be endorsed by: (E-signature) >Program Adviser >Department Chair >College Secretary	Approval >Dean	SRO to inform the student of the approved appeal	
3	MRR EXTENSION (on the 10th year for a Graduate students)	Write a letter addressed to the Chancellor, Dr. Fidel R. Nemenzo (through Channels).	Submit to SRO via email to: <a href="mailto:cswcdsro.upd@up.edu.ph">cswcdsro.upd@up.edu.ph</a> for other attachments	To be endorsed by: (E-signature) >Program Adviser >Department Chair >College Secretary	For endorsement to the Chancellor through >OUR/CSAPG	Approval >CSAPG/Chancellor	SRO to inform the student of the approved appeal
4	READMISSION from LOA and AWOL (for 1 semester)	Write a letter addressed to the Dean, Dr. Sylvia E. Claudio (through Channels)	Submit to SRO via email to: <a href="mailto:cswcdsro.upd@up.edu.ph">cswcdsro.upd@up.edu.ph</a> for other attachments	To be endorsed by: (E-signature) >Program Adviser >Department Chair >College Secretary	Approval >Dean	(Student) To pay AWOL FEE	SRO to issue College Admission Slip upon student's submission of the Proof of Payment of AWOL FEE, then will refer to OUR for the issuance of University Admission Slip (UAS)
5	READMISSION from LOA and AWOL (for 2 or more semesters)	Write a letter addressed to the Dean, Dr. Sylvia E. Claudio (through Channels). <b>Attach: 1. Proof of reason of absence like, medical and/or employment (work schedule) certificates; 2. Notarized Affidavit of Non-enrollment to other UP units/ other universities while on LOA/AWOL</b>	Submit to SRO via email to: <a href="mailto:cswcdsro.upd@up.edu.ph">cswcdsro.upd@up.edu.ph</a> for other attachments	To be endorsed by: (E-signature) >Program Adviser >Department Chair >College Secretary	Approval >Dean	(Student) 1. To pay AWOL FEE. 2. To be referred for Medical/Physical exam	SRO to issue College Admission Slip upon student's submission of medical certificate and Proof of Payment of AWOL FEE, then will refer to OUR for the issuance of University Admission Slip (UAS)

6	LATE APPLICATION FOR GRADUATION	Write a letter addressed to the University Registrar , <b>Dr. Maria Vanessa Lusung-Oyzon</b> (through Channels). <b>Attach filled-out Application for Graduation Form</b> . (Please refer to SRO website: <a href="http://pages.upd.edu.ph/srocsxcd">pages.upd.edu.ph/srocsxcd</a> for downloadable form)	<b>Submit to SRO via email to:</b> <a href="mailto:cswcdsro.upd@up.edu.ph">cswcdsro.upd@up.edu.ph</a> for other attachments	<b>To be endorsed by: (E-signature)</b> >Department Chair >College Secretary >Dean <i>and/or</i> >Faculty Assembly	(Student) To submit the endorsed letter to the University Registrar via email to: <a href="mailto:our.diliman@up.edu.ph">our.diliman@up.edu.ph</a>	<b>Approval</b> >University Registrar	(Student) To furnish SRO a copy of the approved Appeal for Late Application for Graduation to be included in the List of Tentative Graduating Students
7	CSAPG CASES APPEAL	(Student) Write a letter of appeal addressed to the Vice-Chancellor for Academic Affairs, <b>Dr. Ma. Theresa T. Payongayong</b> (through Channels)	<b>Submit to SRO via email to:</b> <a href="mailto:cswcdsro.upd@up.edu.ph">cswcdsro.upd@up.edu.ph</a> for other attachments	<b>To be endorsed by: (E-signature)</b> >Department Chair >College Secretary >Dean	(Student or SRO) To submit the endorsed letter to the University Registrar via email to: <a href="mailto:our.diliman@up.edu.ph">our.diliman@up.edu.ph</a>		
	<i>(and/or)</i>	(Department) Write a letter of support to the appeal addressed to the Vice-Chancellor for Academic Affairs, <b>Dr. Ma. Theresa T. Payongayong</b> (through Channels)	<b>To be endorsed by: (E-signature)</b> >College Secretary >Dean	<b>Submit to SRO:</b> <a href="mailto:srocsxcd@gmail.com">srocsxcd@gmail.com</a> for other attachments	(Department or SRO) To submit the endorsed letter to the University Registrar via email to: <a href="mailto:our.diliman@up.edu.ph">our.diliman@up.edu.ph</a>		
8	APPLICATION FOR ADMISSION: Graduate Programs. <u>For First Semester and Second Semester admissions.</u>	Please refer to SRO website: <a href="http://pages.upd.edu.ph/srocsxcd">pages.upd.edu.ph/srocsxcd</a> for the application forms and requirements	<b>Submit to SRO via email to:</b> <a href="mailto:cswcdsro.upd@up.edu.ph">cswcdsro.upd@up.edu.ph</a>	SRO will notify the applicants after the evaluation of their applications and their academic records	<b>Deadline:</b>		
9	APPLICATION FOR ADMISSION: Undergraduate Programs (Shiftees and Transferees from other UP College/Campus). <u>Only for First Semester admissions.</u>	Please refer to SRO website: <a href="http://pages.upd.edu.ph/srocsxcd">pages.upd.edu.ph/srocsxcd</a> "Admission" for the application forms and requirements	<b>Submit to SRO via email to:</b> <a href="mailto:cswcdsro.upd@up.edu.ph">cswcdsro.upd@up.edu.ph</a>	SRO will notify the applicants after the evaluation of their applications and their academic records	<b>Deadline:</b>		
10	Transferees from Other School/University (Non-UP). <u>Only for First Semester admissions.</u>	Please refer to UP OUR website for the application process and the requirements. <b>You must submit your application forms directly to the Office of the University Registrar - Admissions Section</b>	OUR will refer qualified transer applicants to CSWCD for further evaluation of the College.	SRO will notify the applicants after the evaluation of their academic records. <i>(NOTE: For Transfer students from other schools(non-UP) - Honorable Dimissal maybe submitted only upon Admission to UP-CSWCD).</i>	<b>Deadline:</b>		

11	FOR REQUESTS FOR TCG, CERTIFICATES, OTHER ACCESSIBLE STUDENT RECORDS FROM THE SRO, OTHER SERVICES AND INQUIRIES	Please email your requests and inquiries to SRO : <a href="mailto:cswcdsro.upd@up.edu.ph">cswcdsro.upd@up.edu.ph</a>					
12	FOR COURSE OFFERINGS, APPLICATION FORMS, REQUIREMENTS, ETC. (downloadable)	Please refer to SRO website: <a href="http://pages.upd.edu.ph/srocsxcd">pages.upd.edu.ph/srocsxcd</a>					