



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

RESIDENCE ENROLLMENT as of Second Semester, 2020-2021

Enlistment for Residence can be done from the registration period which is on February 9-10, 2021 or even during the regular class period of the Second Semester, 2020-2021.

STEPS:

1. Student informs adviser of his/her intention to be on Residence
2. Student e-mails the SRO at cswcdsro.upd@up.edu.ph together with the proof of confirmation/consent/approval of adviser during the period to request for enlistment to Residence (*Please indicate if Residence "with" or "without library"*)
3. SRO enlists student residence enrollment
4. Students checks status through his/her CRS account. If Residence enlistment status is "for Advising", notify your adviser that your enlistment is for his/her advising
5. Student's names will be queued in CRS Automated Assessment Module
 - a. SRO assesses students for regular assessment
(*ST No discount, Qualified Free Tuition -- for Undergraduate students only*)
 - b. OUR assesses students availing privilege ([click OUR special assessment form](#))
(*Special assessment for UP Faculty, UP Employee, Dependent of UP Employees, Foreign Students, etc.*)
 - c. STO assesses students with ST scholarship
6. Student checks status through his/her CRS account, go to "Settlement of Outstanding Transactions Module" for the payment slip (*Please see/follow REMINDER note on the generated payment slip for UPD cash office validation of payment*)

Instructions and the processes of enrollment is still the same as the last semester or until further advise from the OUR.

Note: If you are *students graduating this semester, please file an Application for Graduation* ([click Application for Graduation form](#)) at SRO via e-mail immediately after the settlement of your matriculation. There is scheduled **DEADLINE** (please see post/announcements)

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 (OUR): <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/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-