



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

APPEAL TO SETTLE UNFINISHED REGISTRATION

Who needs to settle unfinished registration?

- A student who is enlisted to courses/subjects but has **not** yet undergone post advising, assessment, and payment beyond the registration period
- A student who was not able to complete the registration within the given registration period

STEPS:

1. The student writes a letter of appeal to settle unfinished registration addressed to the Chancellor, to be endorsed and signed by the Program Adviser.
2. Fill-up the google form for the [Appeal to Settle Unfinished Registration](#).
3. The SRO routes and returns the endorsed letter of appeal to the student.
4. The student emails the appeal to the Office of the University Registrar (OUR) helpdesk at our.diliman@up.edu.ph for approval.
5. The student will receive an acknowledgment and ticket number from the OUR helpdesk.
6. The OUR forwards the appeal to the Office of the Chancellor for final action.
7. The OUR notifies the student of the action/recommendation and necessary instructions. - end.

Important reminder:

Please be guided on the deadline of filing of appeals in accordance to the approved [Academic Calendar](#).

Please keep posted for 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-