



## 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

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### CHANGE/ADD OF MATRICULATION (CoM) PROCESS

#### Prior to proceeding to Change of Mat

- The student must be officially enrolled

#### STEPS:

1. The student informs program adviser or Department Chair for add/change of matriculation
2. The offering unit/department enlists/cancels the student from the class
3. The student groups and locks CoM transaction via Change of Mat Locking module (new module on the students' CRS)
4. After locking the CoM, it will automatically queue in the CoM Advising
5. The adviser post advises the CoM transaction (CoM Advising module of the adviser)
6. After CoM advising, the CoM will automatically queue for assessment
7. The home unit of the student assesses the CoM transaction (CoM assessment module of the College/Department); the OUR will assess if student is for special assessment
8. After CoM assessment, if student needs to pay, student will generate "payment slip" thru the Settlement of Outstanding Transaction module and pays the CoM transaction.  
- end.

For further guidance, read the UPD New CoM Process ([flowchart](#)) and the deadline of CoM [Academic Calendar](#).

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***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](mailto:cswcdsro.upd@up.edu.ph).***

For guidance.

Thank you.

-SRO, CSWCD-