



## 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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### DROPPING APPLICATION

#### STEPS FOR ONLINE APPLICATION:

1. The student submits a Dropping application through the Dropping Module of the CRS.
  2. The student shall inform and secure the consent of his/her Instructor, the Instructor submits consent through CRS.
  3. The student secures his/her Adviser's or Department Chair's advising through tagging as advised via CRS.
  4. The student emails the SRO at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) with **subject: Dropping\_Last Name, First Name (e.g. Dropping\_Dela Cruz, Juan)** for the approval of dropping application.
  5. Once received by the SRO, the SRO will endorse the student's application for the Dean's approval.
  6. The student shall monitor the status through his/her CRS account. Once the dropping application has been approved, the student shall proceed to the following steps:
    - a. Generate a payment slip through the "Settlement of Outstanding Transaction" module in his/her CRS account;
    - b. Pay the dropping fee and encode payment details through the same CRS module for UPD Cash Office validation of payment;
    - c. Once validated, the student has the option to print dropping form via "Complete Transaction Tab at Settlement of Outstanding Transaction" module.
- For further guidance, read more about the issuances and procedures on dropping application issued by the OUR:  
**Dropping Process Starting First Semester 2020-2021 [Dropping Flowchart](#)**  
**Deadline of Dropping - [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-