



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

Residence Registration is done from the regular registration period until the end of the regular class period of a semester.

WHO ARE QUALIFIED TO ENROLL?

1. Students who are to complete an INC or remove a grade of 4.0
2. Students who are to take comprehensive or qualifying examination
3. Students who are working on their thesis or dissertation
4. Students who are to defend their thesis or dissertation

STEPS:

1. Student updates his/her CRS Student Profile.
2. The student writes/emails and secures consent and approval from their Program Adviser or Department Chair of their intention to be on **Residence “with” or “without” library privilege.**
3. The student submits/forwards the endorsed/approved request to the Student Records Office SRO at cswcdsro.upd@up.edu.ph **with subject: Residence Enrollment_Last Name, First Name (e.g. Residence Enrollment_Dela Cruz, Juan)**
4. Upon receipt, the SRO enlists the student and request the Departments’ for post advising.
5. Once post advised, students must click proceed to assessment.
 - a. **SRO for regular assessment**
 - *ST No Discount, Qualified for Free Tuition - for Undergraduate Students only*
 - b. **OUR for special assessment**, click [here](#) for the google form
 - *Special assessment for UP Faculty, UP Employee, Dependent of UP Employees, Foreign Students, etc.*
 - c. **STO for students with ST scholarship**
6. The student monitors the registration status through their CRS account. For payment, go to CRS “Settlement of Outstanding Transaction” module for the payment slip.
*(*Please see/follow the REMINDER from the generated payment slip for validation)*

****Instructions and the processes of enrollment are still the same as the previous semester or until further advised from the OUR. [Residence Registration Flowchart](#)***

*****If the student is graduating this semester, please file an Application for Graduation, click form [here](#) and submit to SRO immediately after the settlement of your matriculation. There is a scheduled DEADLINE in filing an application for graduation.***

Important reminder:

Please be guided on the deadline of enrollment according 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/srocswwcd/>

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 guidance.

Thank you.

-SRO, CSWCD-