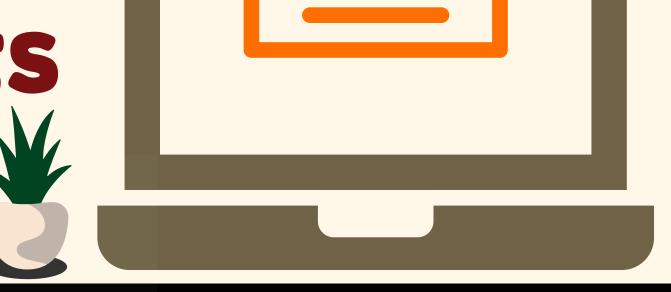# COEPROCESS

Online Processing & Submission of Documents

COLLEGE OF ENGINEERING
UNIVERSITY OF THE PHILIPPINES - DILIMAN

Online Processing & Submission

- APPLICATION FOR GRADUATION
- LATE APPLICATION FOR GRADUATION
- APPEAL FOR READMISSION
    - *form for BS MetE, BS EM, BS CoE, BS EE, BS ElectronicsE*
    - *form for BS IE, BS ME, BS GE, BS MatE*
    - *form for BS ChE, BS CS , BS ICE*
    - *form for Non - Majors*
- LATE FILING OF APPEAL FOR READMISSION
- PERMIT FOR EXAMINATION
    - *(Removals/Completion)*
- EXCUSE SLIP
- SUBSTITUTION
- VALIDATION
- ADVANCE CREDIT WITHOUT VALIDATION
- PERMIT TO OVERLOAD
- DOWNLOADABLE FORMS

- PERMIT TO CROSS-REG
- WITHDRAWAL OF ENLISTMENT BEYOND DEADLINE
- RETURN FROM LEAVE OF ABSENCE(RFLOA)
- UNDERLOADING
- TRANSFER TO NON-MAJOR STATUS
- TRANSFER TO VOLUNTARY SHIFTING OUT STATUS
- APPEAL FOR EXTENSION OF VOLUNTARY SHIFTING OUT STATUS
- PERMIT TO TRANSFER
    - *(Exit Survey/Permit to Transfer)*
- APPLICATION FOR RESIDENCE
- REQUEST FOR CERTIFICATION
- LATE REGISTRATION, PAYMENT, CHANGEMAT, DROPPING AND LOA
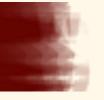- WAIVER OF PREREQUISITES

Email lists

College Secretary	Dr. Jhoanna Rhodette I. Pedrasa	jipedrasa@up.edu.ph
Assistant College Secretary	Asst. Prof. Karl Adrian P. Vergara	kpvergara@up.edu.ph
	Asst. Prof. Carlo Angelo A. Sonday	casonday@up.edu.ph
Student Record Evaluator	Ms. Aloha D. Nacu For BS ChE/ BS CS/BS CE	engg_sre2.aloha@coe.upd.edu.ph
	Ms. Danilyn E. Tan For BS GE/ BS IE/BS ME/BS MatE	engg_sre1.danilyn@coe.edu.ph
	Mr. Martin A. Damian For BS EE/BS ECE/BS CoE/BS EM/BS MetE	engg_sre1.martin@coe.edu.ph
	For Non Major	**For VSO**
Advising	Send Email to the college secretary with subject a **"[Non-Major Advising] - Last Name, First name"** indicating your study plan for the semester and copy/ies of curriculum of courses you plan on shifting to (if applicable). For future concerns/questions, reply on the same email thread.	Wait for an email from Asst. College Secretary Vergara.

For other concerns, you may email: **engg.ocs@coe.upd.edu.ph**

Contact Number: 8 981-85-00 local 3104 or local 3193

COLLEGE OF ENGINEERING
UNIVERSITY OF THE PHILIPPINES - DILIMAN

Return from LOA (RFLOA)

- Download and accomplish *Return from LOA Form*
- Fill-up *Student Directory* and attach photo
- If return from LOA for more than 1 semester or if the reason for filing the LOA was due to health/medical reasons regardless of the number of semester, accomplish the following
    - Accomplished PEHA Form. Access procedures *here* to receive your medical certificate for admission.
- Submit the accomplished Return from LOA form, Student Directory and Medical Certificate for Admission documents (if needed) to Room 204, Melchor Hall
- Admin will evaluate your submitted documents.
- Admin sends your accomplished RFLOA form and your other requirements to the Office of the University Registrar (OUR), Admissions and Registration Division.
- Admin sends you a copy of your RFLOA.

Underloading

- The student files their underloading online through their *UNDERLOADING* module in *CRS*, indicating the reason for the underloading,
- The student should take note of the documentary requirements for the underloading reason given.
- The student consults with its adviser for endorsement.
- The adviser endorses the underloading using their Underloading Endorsement module.
- The student needs to fill up this *FORM* to submit all the documentary requirements.

For more information and clarification regarding underloading: *Click Here*

COLLEGE OF ENGINEERING
UNIVERSITY OF THE PHILIPPINES - DILIMAN

Downloadable Forms

UP Forms
- UP Form 13D Change of Grade
- UP Form 25 Permit to Complete INC Remove 4_Rev 7 May 2024
- UP Form 13C Report of Grade for Completion/Removal
- UP Form 26 Dropping of Subject_Rev 7 May 2024
- UP Form 26A Change of Matriculation_Rev 7 May 2024
- UP Form 44 Application and Evaluation for Advance Credit_Rev 7 May2024
- UP Form Admission Slip for T1_Rev 7 May 2024
- UP Form Application for Graduation_Rev 7 May 2024
- UP Form Application for Shifting_Rev 7 May 2024
- UP Form Application for Waiver of Prerequisite_Rev 7 May 2024
- UP Form Cross-registration_Rev 7 May 2024
- UP Form Leave of Absence_Rev 7 May 2024
- UP Form Notice of Acceptance for T1_Rev 7 May 2024
- UP Form Overload or Underload_Rev 7 May 2024
- UP Form Return from LOA_Rev 7 May 2024
- UP Form Substitution of Courses_Rev 7 May 2024

Other Forms
- Advance Credit without Validation with more than 66 units
- Application to the College by VAAS
- Certification of Non-Attendance
- College Clearance
- Student Directory
- Permit to Use Melchor Hall Facilities
- Health Declaration Form
- OCG Referral Slip

COLLEGE OF ENGINEERING
UNIVERSITY OF THE PHILIPPINES - DILIMAN

For Follow up and Inquiries

Check the list and send your email to the correct address to avoid delays. Make sure to reply to the confirmation email if you submitted a Google Form request.

Email	Follow up/Inquiries on
engg.ocs@coe.upd.edu.ph	Transfer/Shifting
	Graduation
	Appeal for Readmission and other late appeals
	Tagging/Untagging
	Diploma
	Other Concerns
engg_onlinerequest@coe.upd.edu.ph	For Follow ups of TCG and Certificate
	For submission of payment slip and proof of payment
enggadmin@coe.upd.edu.ph	Late Registration/Payment/ChangeMat
	Late Dropping
	Late Filling of Leave of Absence (LOA)
	Appeal for late submission of application for graduation
	Late filing of appeal for readmission
	Permit for Examiniation
	• Excuse Slip • Waiver of Prerequisite • Substitution • RFLOA • Validation • Permit to Cross-reg • Advance Credit • Withdrawal of enlistment • Permit to Overload beyond deadline