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# COEPROCESS

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# Online

# **Processing**

Submission



# of Documents



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# **COLLEGE OF ENGINEERING**

**UNIVERSITY OF THE PHILIPPINES - DILIMAN** 

## **Online Processing & Submission**



- APPLICATION FOR GRADUATION
- LATE APPLICATION FOR GRADUATION
- APPEAL FOR READMISSION

<u>form for BS MetE, BS EM, BS CoE, BS EE, BS ElectronicsE</u> <u>form for BS IE, BS ME, BS GE, BS MatE</u> <u>form for BS ChE, BS CS , BS ICE</u> <u>form for Non - Majors</u>

- LATE FILING OF APPEAL FOR READMISSION
- PERMIT FOR EXAMINATION

(Removals/Completion)

- EXCUSE SLIP
- <u>CERTIFICATION OF EQUIVALENT COURSES</u>
- <u>SUBSTITUTION</u>
- VALIDATION
- ADVANCE CREDIT WITHOUT VALIDATION
- PERMIT TO OVERLOAD

- PERMIT TO CROSS-REG
- WITHDRAWAL OF ENLISTMENT BEYOND DEADLINE
- <u>RETURN FROM LEAVE OF ABSENCE(RFLOA)</u>
- 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
- <u>REQUEST FOR CERTIFICATION</u>
- LATE REGISTRATION, PAYMENT, CHANGEMAT,

DROPPING AND LOA

WAIVER OF PREREQUISITES

#### • DOWNLOADABLE FORMS

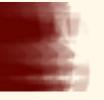
#### **Email lists**

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
Advising	For Non Major	For VSO
	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.



## **Return from LOA (RFLOA)**

- Download and accomplish *<u>Return from LOA Form</u>*
- 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 <u>here</u> 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.



- The student files their underloading online through their <u>UNDERLOADING</u> module in <u>CRS</u>, 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 <u>FORM</u> to submit all the documentary requirements.

For more information and clarification regarding underloading: Click Here



### **Downloadable Forms**

#### **UP Forms**

- UP Form 13D Change of Grade
- <u>UP Form 25 Permit to Complete INC Remove 4\_Rev 7 May 2024</u>
- 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
- <u>UP Form Admission Slip for T1\_Rev 7 May 2024</u>
- UP Form Application for Graduation\_Rev 7 May 2024
- UP Form Application for Shifting\_Rev 7 May 2024
- <u>UP Form Application for Waiver of Prerequisite\_Rev 7 May 2024</u>
- <u>UP Form Cross-registration\_Rev 7 May 2024</u>
- 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
- <u>UP Form Return from LOA\_Rev 7 May 2024</u>
- 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
- <u>Certification of Non-Attendance</u>
- <u>Certification of Equivalent Courses</u>
- <u>College Clearance</u>
- <u>Student Directory</u>
- Permit to Use Melchor Hall Facilities
- Health Declaration Form
- OCG Referral Slip



### 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
	Transfer/Shifting
	Graduation
	Appeal for Readmission and other late appeals
<u>engg.ocs@coe.upd.edu.ph</u>	Tagging/Untagging
	Diploma
	Other Concerns
	For Follow ups of TCG and Certificate
<u>engg_onlinerequest@coe.upd.edu.ph</u>	For submission of payment slip and proof of payment

Late Registration/Payment/ChangeMat Late Dropping Late Filling of Leave of Absence (LOA) Appeal for late submission of application for graduation enggadmin@coe.upd.edu.ph 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