



# CÖEPROCESS

## 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
- CERTIFICATION OF EQUIVALENT COURSES
- 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
Advising	<b>For Non Major</b>	<b>For VSO</b>
	Send Email to the college secretary with subject a <b>"[Non-Major Advising] - Last Name, First name"</b> 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.



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## 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](#)



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## 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 May 2024](#)
- [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](#)
- [Certification of Equivalent Courses](#)
- [College Clearance](#)
- [Student Directory](#)
- [Permit to Use Melchor Hall Facilities](#)
- [Health Declaration Form](#)
- [OCG Referral Slip](#)





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## 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
<a href="mailto:engg.ocs@coe.upd.edu.ph">engg.ocs@coe.upd.edu.ph</a>	Transfer/Shifting
	Graduation
	Appeal for Readmission and other late appeals
	Tagging/Untagging
	Diploma
	Other Concerns
<a href="mailto:engg_onlinerequest@coe.upd.edu.ph">engg_onlinerequest@coe.upd.edu.ph</a>	For Follow ups of TCG and Certificate
	For submission of payment slip and proof of payment
<a href="mailto:enggadmin@coe.upd.edu.ph">enggadmin@coe.upd.edu.ph</a>	Late Registration/Payment/ChangeMat
	Late Dropping
	Late Filing of Leave of Absence (LOA)
	Appeal for late submission of application for graduation
	Late filing of appeal for readmission
	Permit for Examination
	<ul style="list-style-type: none"><li>Excuse Slip</li><li>Substitution</li><li>Validation</li><li>Advance Credit</li><li>Permit to Overload</li></ul>
	<ul style="list-style-type: none"><li>Waiver of Prerequisite</li><li>RFLOA</li><li>Permit to Cross-reg</li><li>Withdrawal of enlistment beyond deadline</li></ul>