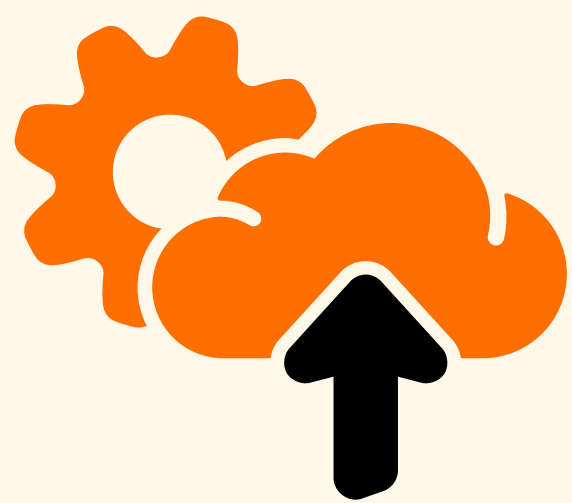




CÖEPROCESS

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 LIST

For Follow up and Inquiries

Administratives	Ms. Imelda "Aimee" Ocampo	
	Mr. Ronald Allan "Cocoy" Dela Mata For BS CS/BS IE	enggadmin_ronald@coe.upd.edu.ph
	Mr. Jonathan "Atan" Simpliciano For BS EE/BS ECE/BS CoE	enggadmin_jonathan@coe.upd.edu.ph
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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](#)



COLLEGE OF ENGINEERING

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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](#)



COLLEGE OF ENGINEERING

UNIVERSITY OF THE PHILIPPINES - DILIMAN

Email lists

College Secretary	Jhoanna Rhodette I. Pedrasa	jipedrasa@up.edu.ph
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	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.