



1st sem AY 2021-2022

CHANGE OF MATRICULATION PROCESS



askupd



ask.upd@up.edu.ph

CHANGE MAT

WHAT IS CHANGEMAT?

Change of matriculation is **the addition and/or cancellation of a class and/or change of courses** enrolled after a student has officially registered.

Last day of Payment for this semester is **September 30, 2021**.

PROCESS

1. Offering unit enlists/cancels the student from the class.
2. Student locks the CoM Transaction (new module on student's side). Note : Upon locking, CoM Transaction will automatically queue for CoM.
3. Adviser post-advises the CoM Transaction (Change of Mat Advising Module of the adviser). Note: Upon advising, the CoM transaction will automatically queue for CoM Assessment
4. Home unit of the student assesses the CoM Transaction (Change of Mat Assessment Module of College/Dept).



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PAYMENT & DEADLINE

Reminder

After paying, please encode your payment details via the same module in CRS (settlement of outstanding transaction) by clicking on the "Add Payment" button under this payment slip. This will initiate the process of online payment validation. Your payment will only be credited once it has been validated by the Cash Office staff.

IF YOU DON'T NEED TO PAY:

1. CRS sets CoM Transaction as Paid.
2. No further actions needed.



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PAYMENT & DEADLINE

IF YOU NEED TO PAY:

1. Student generates payment slip via "Settlement of Accountability Module" (students module).
2. Student pays the CoM transaction.

The screenshot shows the crs.upd website interface. The top navigation bar includes the university logo, the text 'crs.upd', and a 'Logout' button. The main content area is titled 'Outstanding Transactions' and contains a note about bank transfers and a 'Create New Payment Slip' dialog box. The dialog box has a table with columns for Transaction Type, Description, and Amount. A table below the dialog shows 'Payment Slips Created' with columns for Date Created, Description, Balance, and Action. The 'Settlement of Outstanding Transactions' menu item is highlighted with a red circle '1'. The 'Create New Payment Slip' dialog box is highlighted with a red circle '2'. The 'Save' button in the dialog is highlighted with a red circle '3'. The 'Total' row in the dialog table is highlighted with a red circle '4'. The 'Print Slip' button in the 'Payment Slips Created' table is highlighted with a red circle '5'.

crs.upd

You are logged in as [] Logout

Sunday, 12 Jul 2020
3:58p

Search Modules

Main

- Home
- Logout

Pre-Registration

- Preenlistment
- Student Profile

Enlistment / Registration

- Settlement of Outstanding Transactions

Leave of Absence

- Application for LOA

Dropping

- Dropping

Accounts Management

- Account Linking

Financial Assistance

- Tuition Loan Application

Student Records

- Grades Viewing
- Payment History

Outstanding Transactions

Note: You may pay for your University transactions via bank transfers (either electronic or over-the-counter) by bundling your unpaid forms in a **Payment Slip**.

Please check your Form 5 assessment before adding it to a payment slip.

- Ensure that all your scholar's Form 5 assessment is updated.
- If you have applied for a scholarship, your Form 5 assessment should be updated.

Create New Payment Slip

Please check the box beside the transaction that you want to include in the payment slip.

Transaction Type	Description	Amount
<input type="checkbox"/> Midyear 2020 Form 5	Residency	40.00
Total		0 Items 0.00

Save Cancel

Payment Slips Created

Date Created	Description	Balance	Action
2020 Jul 12	Midyear 2020 Form 5 Residency REMOVE	Total: 40.00 40.00	Print Slip Add Trans

Proofs of Payment: Add Payment

No payments yet



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