

CHANGE OF MATRICULATION (COM)

Change of matriculation is the addition and/or cancellation of a class and/or change of section after a student has officially registered. It is processed online (*Annex 1: COM flow chart*). No change of matriculation shall be allowed after one (1) week of regular class meetings [*Revised UP Code: Art. 353 as amended at 232nd UC Meeting: 04 May 1967, BOR Meeting: 29 May 1975*].

Refund involving CoM may be applied for at the Admission and Registration Section (ARS) of the Office of the University Registrar (OUR) and may be considered for the following reasons:

- 1) student was ill-advised;
- 2) student lacks the prerequisite for the subject;
- 3) student's class schedules are in conflict; or
- 4) the class was dissolved.