

SCHEDULE OF REGISTRATION Midyear, 2021

Student Appointments:

June 30, 2021 (Wednesday) 8am-10pm	Graduating students as of Midyear 2021 Batch 2018 and earlier
July 01, 2021 (Thursday) 8am-10pm	Batch 2019 and Batch 2020 Graduate Students
July 02, 2021 (Friday) 8am-10pm	Free for all

For students who need the Consent of Instructor (COI) and waiver of prerequisites for courses to be enrolled for Midyear, 2021, send an online request (thru email) for the form and the instructions on how to process to your respective Office of the College Secretary (OCS). Deadline for the online submission of COI and waiver of prerequisites will be on June 25, 2021(Friday).

REGISTRATION PROCEDURES

NOTE: *Accountabilities (e.g. loans, library, housing etc.) must be settled with units concerned to be able to proceed with the SAIS online registration.*

For students who are not sure if they are still covered by free tuition privilege, please check with your respective Office of the College Secretary (thru email or phone) before payment.

1. Students who have finalized the courses/number of units to enroll can settle their matriculation fees. Those who are qualified for the free tuition can claim the Form 5 through their respective OCS starting **July 20, 2021 (Tuesday) until July 30, 2021 (Friday)**. You may contact your OCS thru email or phone for the confirmation of your enrollment.

Students who failed to claim their Form 5 or confirm their enrollment with the OCS within the prescribed period will not have their names included in the final class list/grade roster.

2. Students can still add/delete/change their courses on their assigned schedule/appointment by accessing the SAIS registration site URL: <https://sais.up.edu.ph>. Log in using the SAIS username and password.

Note: For request or reset of the password for your account, please email helpdesk@up.edu.ph

3. To settle matriculation fees, payment options are as follows:
 - a) Bank deposit through Landbank
 - b) E-Payment through Landbank

For payment through bank deposit:

Proceed to any Landbank branch and accomplish three (3) copies of the deposit slip (Account Name: UPLB Revolving Fund/Account number: **1892-2220-09**).

The slip should show the deposit date, student's name and the amount of the tuition fee.

Access the OUR website: our.uplb.edu.ph and submit the scanned copy of the receipt to the Office of the University Registrar through the link: <https://forms.gle/ucMkHh1b9VcEQoGt8> for posting on SAIS.

Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR.

The electronic copy of your Form 5 will be sent to your UP Mail by the Records Section of OUR (records_our.uplb@up.edu.ph). Please affix your signature on your Form 5.

For payment through e-Payment of Land Bank

Access through Liz.Biz Portal using Land Bank debit account or G-cash, and do the following steps:

- (1) Go to Land Bank website.
- (2) Click "Liz.Biz Portal".
- (3) Click "Pay Now".
- (4) Click letter 'U' and look for the University of the Philippines Los Baños.
- (5) Click "continue".
- (6) Select transaction type. From the drop down selection, choose "matriculation"
- (7) Fill up the required fields in the displayed information.
- (8) Click "Submit" and wait for further instruction.
- (9) A Debit Confirmation Slip of Landbank Link.Biz Portal and/or email confirmation will be issued for every successful transaction
- (10) Access the OUR website: our.uplb.edu.ph and submit the scanned copy of the receipt to the Office of the University Registrar through the link: <https://forms.gle/ucMkHh1b9VcEQoGt8> for posting on SAIS.

Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR.

The electronic copy of your Form 5 will be sent to your UP Mail by the Records Section of OUR (records_our.uplb@up.edu.ph). Please affix your signature on your Form 5.

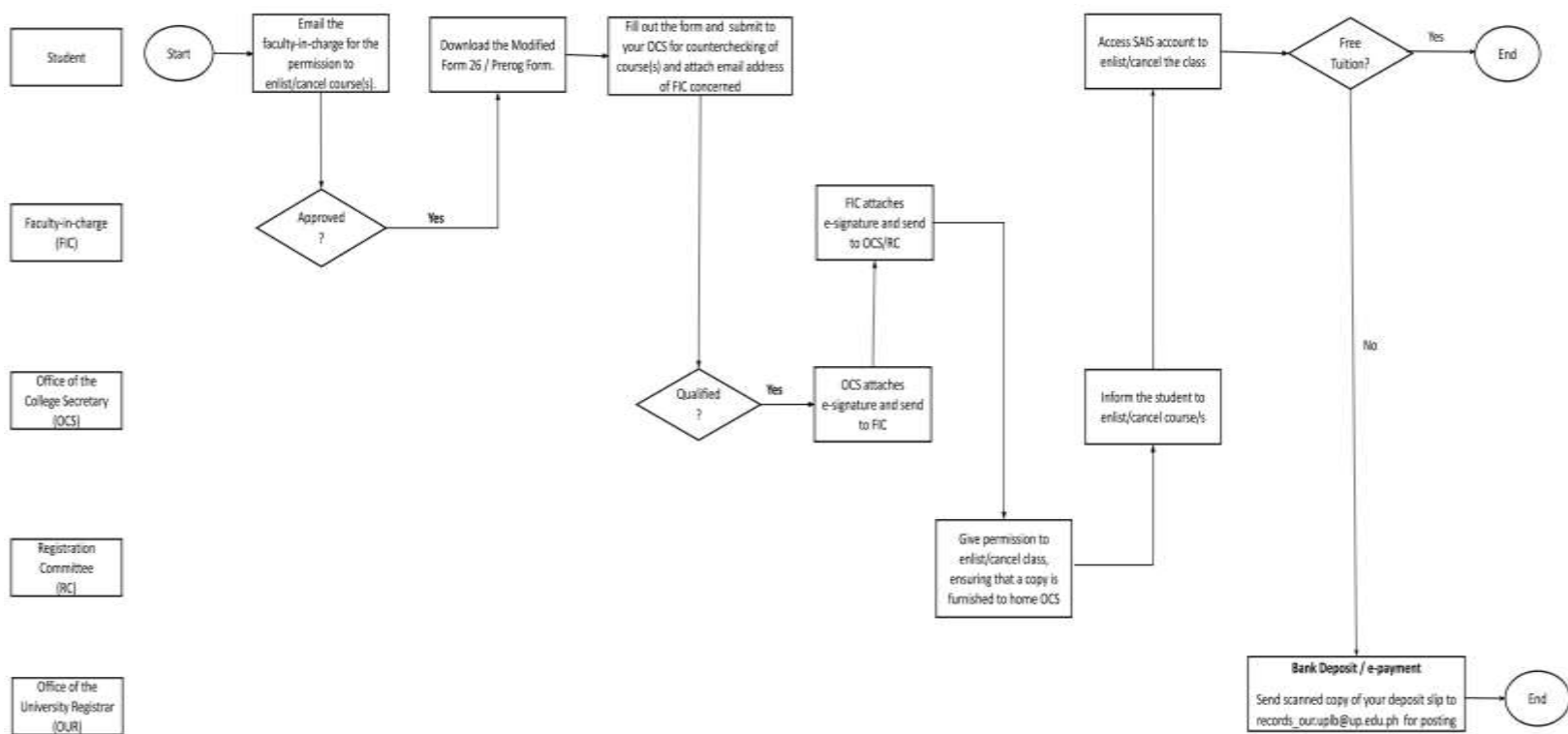
4. Students applying for Tuition Fee Exemption (TFE), and Reduced Fee (RF) privileges can download the application form from the OUR website (our.uplb.edu.ph).
 - a. Fill-up the form and have it signed accordingly:
 - For TFE - by parents employed at UP
 - For RF - by the supervisor and Head/Chair/Director or Dean.
 - b. For the HRDO signature, go to <https://ovca.uplb.edu.ph/hrdo/tuition-fee-and-reduced-fee-exemption-forms/>. Upload the accomplished TFE or RF application form to HRDO Google forms.
 - c. Approved applications by HRDO will be sent thru email to the respective Office of the College Secretary (OCS) for the certification of grades.

- d. OCS will send thru email the signed TFE or RF to the Office of the University Registrar (OUR).
 - e. OUR will send thru email the RF application to the respective Office of the Vice Chancellor (OVC) for approval.
 - f. OVC will send back the approved form to the OUR for tagging to SAIS.
 - g. For scholarships administered by the Office of the Vice Chancellor for Student Affairs (OVCSA) or the Graduate School (GS) please contact the person /unit in charge.
5. Students not eligible for the free tuition and other school fees with no outstanding accountabilities, and those who cannot pay matriculation fees due to financial problems are advised to avail of the Student Loan through the Office of the Vice Chancellor for Student Affairs (OVCSA).
6. Students who will avail of the Student Loan should contact the Student Loan Board (SLB) at the OVCSA through email studentloan_osg.uplb@up.edu.ph or call: **(049)536-3209** for guidance on the process and requirements.

MODIFIED FORM 26/TEACHER'S PREROGATIVE PROCESS FLOW- ONLINE

During the change of matriculation period from July 5 to July 7, 2021, the student who would like to cancel/add courses which still have available slots can access the SAIS directly and will no longer need to accomplish the Modified Form 26/Prerog Form.

The students who need to add courses with no available slots can enroll/enlist through Teacher's Prerogative using the Modified Form 26/Prerog Form. The form can be requested online from their respective Office of the College Secretary (OCS).



HOW TO ACCOMPLISH THE MODIFIED FORM 26/PREROG FORM

1. Starting on July 5, 2021 (Monday), a student who wants to pre-rog/cancel a course should email the faculty-in-charge (FIC) for permission to enlist/cancel the course. If the FIC approves the request, the student can request for the electronic copy of the Modified Form 26/Pre-rog Form from the respective Office of the College Secretary (OCS):

CAFS –	cafs_ocs.uplb@up.edu.ph	536-2329
CAS –	cas_ocs.uplb@up.edu.ph	536-2435
CDC –	secretary@devcom.edu.ph	536-2429
CEM –	cem_ocs.uplb@up.edu.ph	536-2716
CEAT –	ceat_ocs.uplb@up.edu.ph	536-7450
CFNR –	cfnr_ocs.uplb@up.edu.ph	536-3524
CHE –	che_ocs.uplb@up.edu.ph	530-9201
CVM –	vetmedocs.uplb@up.edu.ph	543-0672

2. The student submits the accomplished form online to the OCS for counterchecking of course(s) to be added/cancelled together with the name and UP mail address of the FIC.
3. The OCS will attach the e-signature of the College Secretary/OCS staff for the approved course(s) and will send the form to the FIC concerned for approval.
4. The FIC signs the form and forwards it to the Registration Committee (RC) of the unit offering the course for permission to enlist/cancel the course.

Please refer to the list below for the contact information:

For CAS/CACAS courses:

IBS	: June Owen O. Nacorda	jonacorda@up.edu.ph
IC	: Cherry Mae T. Ravidas	cstalipan@up.edu.ph
ICS	: Perico Dan B. Dionisio	pbdionisio@up.edu.ph
IMSP (Math)	: Eleonor B. Gemida	ebgemida@up.edu.ph
IMSP (Physics)	: Marisol P. Martinez	mpmartinez1@up.edu.ph
INSTAT	: Jared Jorim O. Mendoza	jomendoza1@up.edu.ph
DHUM	: Precious Sarah A. Añoaso	paanoso@up.edu.ph
DSS	: Stephanie Rose Dizon-Luna	stdizonluna@up.edu.ph
DHK	: Aivi R. Buan	arbuan@up.edu.ph

For CEAT courses:

IAE -AFSD	: Keynty Boy Magtoto	kvmagtoto@up.edu.ph
IAE – LWRD	: Jeffrey Gonzales	jagonzales7@up.edu.ph
IAE- ABRPOD	: Rina Bawar	rabawar@up.edu.ph
IAE – AMD	: Erwin Quilloy	epquilloy@up.edu.ph
DChE	: Rhebner Arocena	rearocena@up.edu.ph
DCE	: Ma Hazel Castillo	mtcastillo5@up.edu.ph
DEE	: Elvin Dulce	eddulce@up.edu.ph
DIE	: Marc Joseph Villanueva	msvillanueva4@up.edu.ph
DES	: Gianina Tajanlangit	gatajanlangit@up.edu.ph
NSTP	: Kim Jay Rosano	krrosano@up.edu.ph

5. The RC will ensure that a copy of the approved form is furnished to the student’s home unit (OCS).
6. The home OCS will inform the student of the permission to enlist/cancel and once acknowledgment is received, the student may add/cancel courses in their respective SAIS account as per approved Modified Form 26/Pre-rog Form.
7. The student settles the matriculation fees using the payment option preferred: bank deposit through Landbank or e-Payment through Landbank LizBiz portal.
8. The student should access the OUR website: our.uplb.edu.ph and submit the scanned copy of the receipt through the link: <https://forms.gle/ucMkHh1b9VcEQoGt8> for posting on SAIS.
9. The electronic copy of the Form 5 will be sent to the student’s UP Mail by the Records Section of OUR (records_our.uplb@up.edu.ph).