

GRADUATE SCHOOL REGISTRATION PROCESS MIDYEAR 2020

NO PHYSICAL/PERSONAL ENROLLMENT SHALL BE ENTERTAINED AT THE GRADUATE SCHOOL OFFICE

Online Regular Registration: July 2-3, 2020

Online Change of Matriculation: July 6-9, 2020

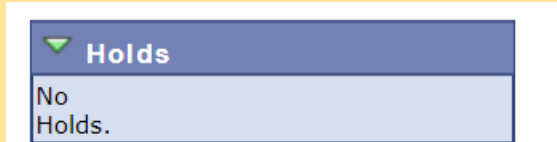
PRE-REGISTRATION REQUIREMENTS

For students who need Consent of Instructor (COI) for courses to be enrolled for Midyear, 2020, submit by email to Mr. Jerry Rivera at: jerivera2@up.edu.ph.

TIP: Submitting COI does not guarantee a slot it only removes the restriction to enroll courses with COI as a prerequisite. You still need to enroll the class yourself through SAIS.

Accountabilities (e.g. loans, library, housing etc.) must be settled with units concerned; Probationary students must be converted to regular or be extended first to be able to proceed with the SAIS online registration. Email Ms. Joji Litan at: dclitan@up.edu.ph for concerns regarding Probationary Admission Status.

TIP: To know your accountabilities open your SAIS account and go your **Student Center**. At the upper right corner check **Holds**, those are your accountabilities



ENROLLMENT PROPER

All enrollments are online via SAIS (<https://sais.up.edu.ph>). Enroll courses via SAIS. To learn about SAIS operation visit: <https://itdc.up.edu.ph/uis/tutorials>, and click the Student Tab.

TIP: Your SAIS Username is your UP mail, your SAIS password may be different than your UP mail. If you forget your SAIS Password email: helpdesk@up.edu.ph using your UP Mail.

If everything goes smoothly and you got all courses you need. You can proceed to Settling of Fees or Tagging of Scholars.

EMAIL ENROLLMENT ASSISTANCE

If you are having trouble with SAIS you may avail of email enrollment assistance from July 6 to July 9.

TIP: The default enrollment procedure is Self Service via SAIS. Email assistance is not instant therefore high demand courses may close before we can assist you.

Email Mr. Li Bolanos at: lgbolanos@up.edu.ph using your **UP Mail**.

SUBJECT: MY 2020 Enrollment helpzzz (kindly follow this exact text for easy message filtering)

BODY:

1) Name (last, first, middle) ex. MARQUINA, SERGIO A.

2) Student Number: ex 2019-88788

3) SAIS ID: ex. 10012345

4) Course Code and action: ex. Enroll ENS 201 (or Cancel ENS 201)

5) Section Lect (and lab if applicable): TV-1L

6) Attachments to enroll:

6a) e-signed COI (if required) link: <https://www.uplbgraduateschool.org/img/NEW-COI-FORM.pdf>

6b) e-signed Modified Form 5a (if class is already closed/full) link: [https://www.uplbgraduateschool.org/img/resources/GS%20MODIFIED%20FORM%205A%20\(1\).pdf](https://www.uplbgraduateschool.org/img/resources/GS%20MODIFIED%20FORM%205A%20(1).pdf)

No attachments necessary for cancellation of courses within the enrollment period.

Switching to another section has the same requirement of enrolling that course. COI is only valid for the Class AND Section signed by the professor.

TIP: All thesis/dissertation (300, 400), special topic (291) and special problem (290) enrollment MUST BE TRIPLE CHECKED. The right Section, Number of units and professor in-charge must be selected. These courses have a variable number of units that YOU MAY NEED TO MANUALLY CHANGE TO GET RIGHT. IT IS NOT AUTOMATIC and CANNOT BE DETECTED right away, and is very inconvenient to correct later. If in doubt avail of email assistance. Do not be in a hurry to enroll 300, 400, 290 they have unlimited number of slots, better to get it right than correct later.

All enrollment of Residence/Residency is through email assistance.

You will be notified and sent a screenshot of your courses enrolled/cancelled. Depending on the volume it may take a while to process your request. **Do not follow up within 3 days but do follow up if you do not receive a response in 5 days.**

When your courses/schedule is already ok you may proceed to Settling of Fees or Tagging if you are a scholar.

ADDING CLOSED CLASSES

To add closed classes or courses with no available slots you can enroll/enlist through Teacher's Prerogative. Use the Modified Form 5a ([https://www.uplbgraduateschool.org/img/resources/GS%20MODIFIED%20FORM%205A%20\(1\).pdf](https://www.uplbgraduateschool.org/img/resources/GS%20MODIFIED%20FORM%205A%20(1).pdf))

Step 1. Download the Form, Fill it up using PDF editing software or print, fill up and scan.

Step 2. Email it to the Faculty in charge of the Class. He/She shall sign in the "Validated By" field.

Step 3: Email to GS following Email Enrollment Assistance Process

TIP: The enrollment process sent by the Registrar applies to BS students. GS students do not use Modified Form 26 and have a simpler process of adding closed classes.

TIP: COI form is no longer required if Modified Form 5a is used. It is a powerful form. It grants both Consent and Actual Enlistment to the Class

When your courses/schedule is already ok you may proceed to Settling of Fees or Tagging if you are a scholar.

SETTLING OF FEES

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.

Secure two (2) copies of the deposit slip with machine validation and submit a scanned copy of your deposit slip to records_our.uplb@up.edu.ph for posting.

Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR. You may request for the Form 5 as proof of enrollment by emailing the Graduate School at: gs.uplb@up.edu.ph using your **UP Mail** with SUBJECT: MY 2020 Enrollment Form 5; BODY: Full Name, Student Number, SAIS ID.

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. Submit a photocopy of the debit confirmation slip of Landbank Link.Biz Portal at Window 11 of the OUR or send a scanned copy of your debit confirmation slip of Landbank to records_our.uplb@up.edu.ph.

You may request for the Form 5 as proof of enrollment by emailing the Graduate School at: gs.uplb@up.edu.ph using your UP Mail with SUBJECT: MY 2020 Enrollment Form 5; BODY: Full Name, Student Number, SAIS ID.

TAGGING OF SCHOLARS

Students with Tuition Fee Exemption (TFE), reduced fee or Local Government Unit (LGU) scholarships, should email records_our.uplb@up.edu.ph for the form. Download and accomplish the form and email scanned copy to records_our.uplb@up.edu.ph.

For scholarships administered by the Office of Student Affairs (OSA), please contact the unit in charge.

For scholarships administered by the Graduate School (GS), please contact Ms. Joji Litan at: dclitan@up.edu.ph using your UP Mail with SUBJECT: MY 2020 Enrollment Tagging; BODY: Full Name, Student Number, SAIS ID.

Students who will avail of the Student Loan should email osasfad.uplb@up.edu.ph or call: (049)536-3209 for your concern.