

ENROLLMENT PROCESS FOR NEW GRADUATE STUDENTS

FIRST SEMESTER 2020-2021

Regular Registration: September 7-9

Class Starts: September 10

Late Enrolment: September 10-17

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

Ver.1 Rev.2



PRE-ENROLLMENT ACTIVITIES

- 1) ☐ Accomplish Student Directory Form emailed by the Office of the University Registrar and obtain Certificate of Submission and Student Number.
- 2) ☐ Accomplish the Acceptance/Deferment card (<https://uplbgraduateschool.org/img/PDF/AcceptanceDefermentCard.pdf>) and email accomplished PDF to admissions.gs.uplb@up.edu.ph (SUBJECT: 1S 2020-2021 ACCEPTANCE CARD). The contact details of your temporary/registration adviser will be sent to your email upon receipt of the acceptance card.
- 3) ☐ Download the form for Recommended Courses (<https://uplbgraduateschool.org/img/RECOMMENDED%20COURSES%20FOR%20NEW%20STUDENTS.pdf>) and Contact your temporary/registration adviser to discuss your courses to enroll. To know the course offerings, schedules and if a course needs COI view The UPLB Class Schedule at: <https://docs.google.com/spreadsheets/d/1FwpGbtWsP-4xgkcm9P6qWJdcNWeF2SVn8WIFRepj4gw/edit?usp=sharing>. Your Temporary Adviser should sign the Recommended Courses form.
- 4) ☐ Accomplish COI (Consent of Instructor) (<https://uplbgraduateschool.org/img/NEW-COI-FORM.pdf>) **if necessary**. Skip the SAIS ID in the COI form if you don't have one. COI forms should be signed by the instructor handling the course or an authorized representative. COI is a prerequisite only and it does not mean that you are accepted in the class. See the UPLB Class Schedule if the course needs COI, we are also updating it to include the email addresses of offering units for facilitation of COI. College of Public Affairs students need not submit COI for CPAf courses.
- 5) ☐ Download, Read and Accomplish the Student Pledge (https://www.uplbgraduateschool.org/img/resources/student_pledge.pdf)

ENCODING OF NEW STUDENTS AND ENROLLMENT PROPER (Sept 1—17)

- 6) ☐ Email Mr. Li Bolanos at: lgbolanos@up.edu.ph starting September 1, 2020 in the following Format. Use your UP Mail if you have one.

SUBJECT: NEW STUDENT 1ST SEM 2020-2021

BODY: Full Name: (Last, First, Middle)

Student Number: (2020-88888) Former UP Students MUST retain their Stu. Number.

Marital Status:

Sex at Birth: (M, F)

Date of Birth: (MM-DD-YYYY)

Permanent Address:

Country of Citizenship:

Degree Program: (ex. MS/PHD Food Science)

Courses, Section and Class Number: (ex. ENS 201 BD 13699, ENS 296 BD1L 13735)

For Former UP Students/Constituent

Do you have a UP Mail? Y/N UP Mail email address if Y:

Have you used SAIS before as a student, faculty or staff? Y/N SAIS ID: (if you know)

ATTACHMENTS

Notice of Admission

Image of Valid Government Issued ID or Passport with Picture and Signature

Image of signed Recommended Courses Form

Image of signed COI forms of courses that requires COI

Image of signed Student Pledge

Mr. Bolanos will Issue your SAIS ID, request your UP Mail, amount to be paid and provide feedback if your enrolment has been successful. Always use the original email message thread for easier reference. Do not follow up within 3 days but do follow up if you do not receive a response in 5 days.

7) Additional process when enrolling Closed Classes. Starting Sept 10 download Modified Form 5a at: [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) . Fill it up and email the faculty in charge of the course. Have it e-signed to signify that she/he is accepting you in her/his class. Email it to: lgbolanos@up.edu.ph. The faculty in charge has the right to deny your request if the class is already full, hence this is called Teacher's Prerogative Enrollment.

SETTLING OF FEES, SCHOLARSHIPS, AND OFFICIAL REGISTRATION FORM

Advisory: Do not Settle Fees until you have confirmed all your class schedule. It is best to be sure that there will be no more changes to your class before paying because refunds are complicated. Some classes/sections may still be dissolved, merged or rescheduled.

To settle matriculation fees, payment options are as follows:

- A. Bank deposit through Landbank
- B. E-Payment through Landbank

A. 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](tel: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 send 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. The Official Registration Form (FORM 5) will be emailed back to you, if not, you may request an e-copy of your Form 5 by emailing: jerivera2@up.edu.ph with SUBJECT: FORM 5 1stSEM2020-2021 BODY: Full Name, Student No, SAIS ID .

B. 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:

Go to Land Bank website.

Click "Liz.Biz Portal".

Click "Pay Now".

Click letter 'U' and look for the University of the Philippines Los Baños.

Click "continue".

Select transaction type. From the drop down selection, choose "matriculation"

Fill up the required fields in the displayed information.

Click "Submit" and wait for further instruction.

A Debit Confirmation Slip of Landbank Link.Biz Portal and/or email confirmation will be issued for every successful transaction

Submit a **scanned copy of your debit confirmation slip** of Landbank to records_our.uplb@up.edu.ph.

Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the confirmation slip has been submitted to the OUR. The Official Registration Form (FORM 5) will be emailed back to you, if not, you may request an e-copy of your Form 5 by emailing: jerivera2@up.edu.ph with SUBJECT: FORM 5 1stSEM2020-2021 BODY: Full Name, Student No, SAIS ID .

Tagging of Scholarships

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 Graduate School (GS), please contact Ms. Joji Litan at: dclitan@up.edu.ph for tagging of scholarships. The Scholarships section will also email you your Form 5

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

Student Loan

Students not eligible for the free tuition and other school fees, with no outstanding accountabilities, 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). Students who will avail of the Student Loan should contact the Student Loan Board (SLB) at the OVCSA through email osafad.uplb@up.edu.ph or call: (049)536-3209 for your concern.

ENROLLMENT PROCESS FOR CONTINUING GRADUATE STUDENTS

FIRST SEMESTER 2020-2021

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PRE-ENROLLMENT ACTIVITIES

- 1) ☐ Be sure you can access your SAIS Account (<https://sais.up.edu.ph/>) and UP Mail. You may email: matolentino6@up.edu.ph to reset your UP Mail password. Using your UP Mail you may email: helpdesk@up.edu.ph to reset your SAIS password. UP Mail and SAIS have the same user name but passwords may be different. If you are from LOA or AWOL or failed to gain access in time avail of Email Enrollment Assistance.
- 2) ☐ Check your SAIS for any Holds. To know your accountabilities open your SAIS account and go your Student Center. At the upper right corner check Holds, those are your accountabilities. Settle those with the office/person who put the Hold order.
- 3) ☐ Accomplish COI (Consent of Instructor) (<https://uplbgraduateschool.org/img/NEW-COI-FORM.pdf>) **if necessary**. COI forms should be signed by the instructor handling the course or an authorized representative. **COI is a prerequisite only and it does guarantee a slot in the class.** Search Classes in SAIS or view the UPLB Class Schedule: <https://docs.google.com/spreadsheets/d/1FwpGbtWsP-4xgkcm9P6qWJdcNWeF2SVn8WIFRepj4gw> if the course needs COI, we are also updating it to include the email addresses of offering units for facilitation of COI. You may also email the faculty-in-charge directly to secure a COI. You may use <https://directory.uplb.edu.ph/> to search for email addresses or search the internet. Please refrain from emailing the Graduate School to ask for faculty emails instead course them through their home units/department as we are fully loaded during enrollments and cannot give out this information following privacy laws. College of Public Affairs students need not submit COI for CPAf courses. For Courses with Department Consent Restriction contact the Unit offering the course.
- 4) ☐ Submit the e-signed COI to Mr. Jerry Rivera at: jerivera2@up.edu.ph on or before August 31, 2020 for encoding with SUBJECT: COI 1st 2020-2021 BODY: Full name, Student no, SAIS ID. Use your UP Mail when submitting anything to GS. COIs submitted after August 31 will be encoded 2 days after submission assuming SAIS is operating normally. You will receive a confirmation that your COI has been encoded.

ENROLLMENT PROPER (Sept 7-9)

- 5) ☐ Enroll the Course via SAIS. To learn about SAIS operation visit: <https://itdc.up.edu.ph/uis/tutorials>, and click the Student Tab. If everything goes smoothly and you got all courses you need. You can proceed to Settling of Fees, Scholarships and Official Registration Form

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.

EMAIL ENROLLMENT ASSISTANCE (Sept 10-17) for students with SAIS Problems and Closed Classes.

- 6) ☐ Email Mr. Li Bolanos at: lgbolanos@up.edu.ph using your UP Mail.
SUBJECT: 1st SEM 2020-2021 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**) See Adding Closed Classes process.

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.

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.

ADDING CLOSED CLASSES (Sept 10-17)

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

When your courses/schedule is already ok you may proceed to Settling of Fees, Scholarships and Official Registration Form

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