

**SCHEDULE OF REGISTRATION
SECOND SEMESTER 2018-2019**

January 3(Thurs)-Jan 4(Fri),2019 New Freshmen
8am-5pm

For those students who failed to preregister last Nov. 12 to 16, 2018 and for those students who want to make changes (add, cancel and replace) in their preenlisted courses you can now register according to the following appointments;

January 08, 2019 (Tue) Graduating students of Secomd Semester, 2018-2019
8am-9pm Graduate Students

January 09, 2019 (Wed) Batch 2014 and earlier
8am-9pm Graduate Students

January 10, 2019 (Thurs) Batch 2015 and Batch 2016
8am-9pm Graduate Students

January 11, 2019 (Fri) Batch 2017 and Batch 2018
8am-9pm Graduate Students

January 12, 2018 (Sat) Free for all
8am-9pm

**REGISTRATION PROCEDURES
SECOND SEMESTER 2018-2019**

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

1. Students who have completed the units to enroll can settle their matriculation fees and for those students who are qualified for the free tuition MUST claim their form 5 at respective OCS within a month after the last day of late registration. Students who failed to claim their Form 5 within the prescribed period will not have their names included in the final classlist/grade roster.
2. Students with underload and want to change or cancel their courses, can access SAIS registration site URL starting on the indicated schedule/appointment: <http://sais.up.edu.ph> and log in using the SAIS username and password.
3. To settle matriculation fees, set an appointment online using the Payment Appointment System (PAS) before proceeding to the Cashier's Office or the other satellite payment centers. If payment will be made through the bank, proceed to any Landbank branch and accomplish the deposit slips (Account Name: UPLB/Account number: 1892222009).

If payment is made through UPLB Cashier's Office and payment centers, secure a copy of the Form 5 which will also serve as the Official Receipt (OR).

If payment is made through Landbank, secure a copy of the deposit slip and submit to Window 11 of the Office of the University Registrar (OUR) for posting. Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR.

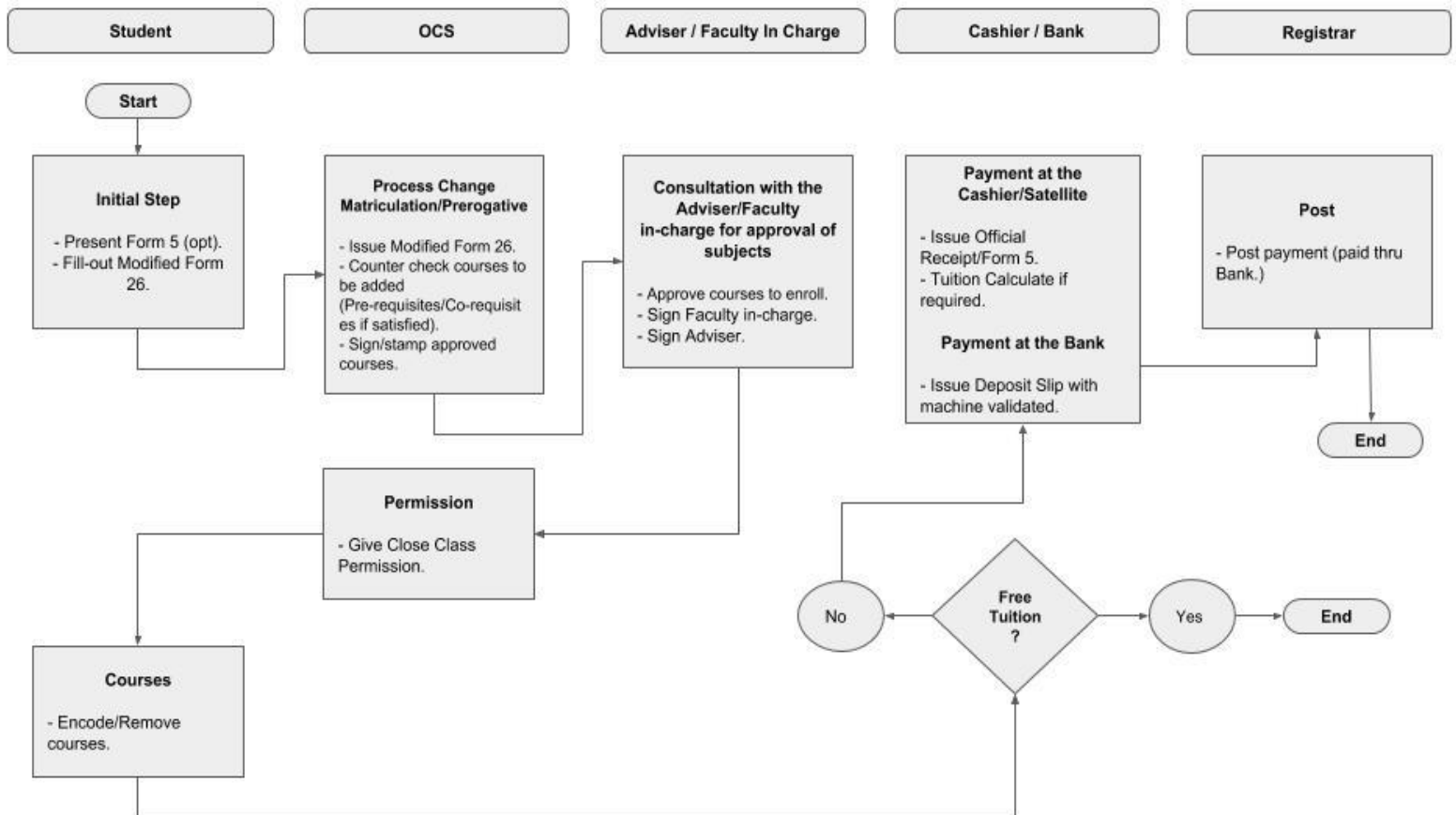
- A. Students with Tuition Fee Exemption (TFE) or Local Government Unit (LGU) scholarships, proceed to Window 9 or 10 of the Office of the University Registrar (OUR), Ground Floor, CAS Annex I Building.

Students who will avail of the Student Loan should proceed to the Student Loan Board (SLB) at the Office of Student Affairs (OSA), 2nd Floor, Student Union Building.

- B. Have your ID validated at the UPLB University/College Library upon presentation of your Form 5.

MODIFIED FORM 26 PROCESS FLOW

Change of Matriculation/Enrollment through Teacher's Prerogative will start on January 14, 2019 using the Modified Form 26 to be issued by the Office of the College Secretary (OCS).



- Starting on January 14, 2019 (M), request for the Modified Form 26 (Change of Matriculation form) from the Office of the College Secretary (OCS). Accomplish the form.

2. Submit the form to the OCS for counterchecking of courses to be added (if pre-requisite/ co-requisites are satisfied). The OCS staff then signs/stamps approved courses.
3. Proceed to the instructor(s) concerned for enlistment and approval of courses to enroll for the semester. Have your adviser sign the completed form.
4. Return the accomplished modified Form 26 to the OCS for class permission.
5. Access your SAIS account and make the necessary entries to change courses enrolled. Encode additional courses and remove cancelled courses.
6. Set payment appointment online using the Payment Appointment System (PAS).
7. On payment date, proceed to the Cashier's Office for payment of fees in the modified Form 26. The Cashier's Office will issue the official receipt/Form5.

If payment is made through the bank, secure a copy of deposit slip and proceed to the OUR for posting of payment.