

## SCHEDULE OF REGISTRATION MIDYEAR, 2020

Student Appointments:

<b>July 2, 2020 (Thursday)</b> <b>8am-9pm</b>	Graduating students as of Midyear, 2020 Graduate Students Batch 2017 and earlier
<b>July 03, 2020 (Friday)</b> <b>8am-9pm</b>	Batch 2018 and 2019 Graduate Students

For students who need Consent of Instructor (COI) and waiver of prerequisites for courses to be enrolled for Midyear, 2020, please request online (thru email) from your respective Office of the College Secretary (OCS) for the form and instructions on how to process. Deadline for **the online** submission of COI and waiver of prerequisites will be on *June 29, 2020 (Monday)*.

### REGISTRATION PROCEDURES

**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.**

***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 21, 2020 (Tuesday) until July 28, 2020 (Tuesday)*. 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 classlist/grade roster.

2. Students with underload can change or cancel 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](mailto: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](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 submit one copy to Window 11 of the Office of the University Registrar (OUR) or send a scanned copy of your deposit slip to [records\\_our.uplb@up.edu.ph](mailto: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. Claim/request for the Form 5 as proof of enrollment from Window 10 or 11 of the OUR during business hours. **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 LandbankLink.Biz Portal and/or email confirmation will be issued for every successful transaction
10. Submit a photocopy of the debit confirmation slip of LandbankLink.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](mailto:records_our.uplb@up.edu.ph).

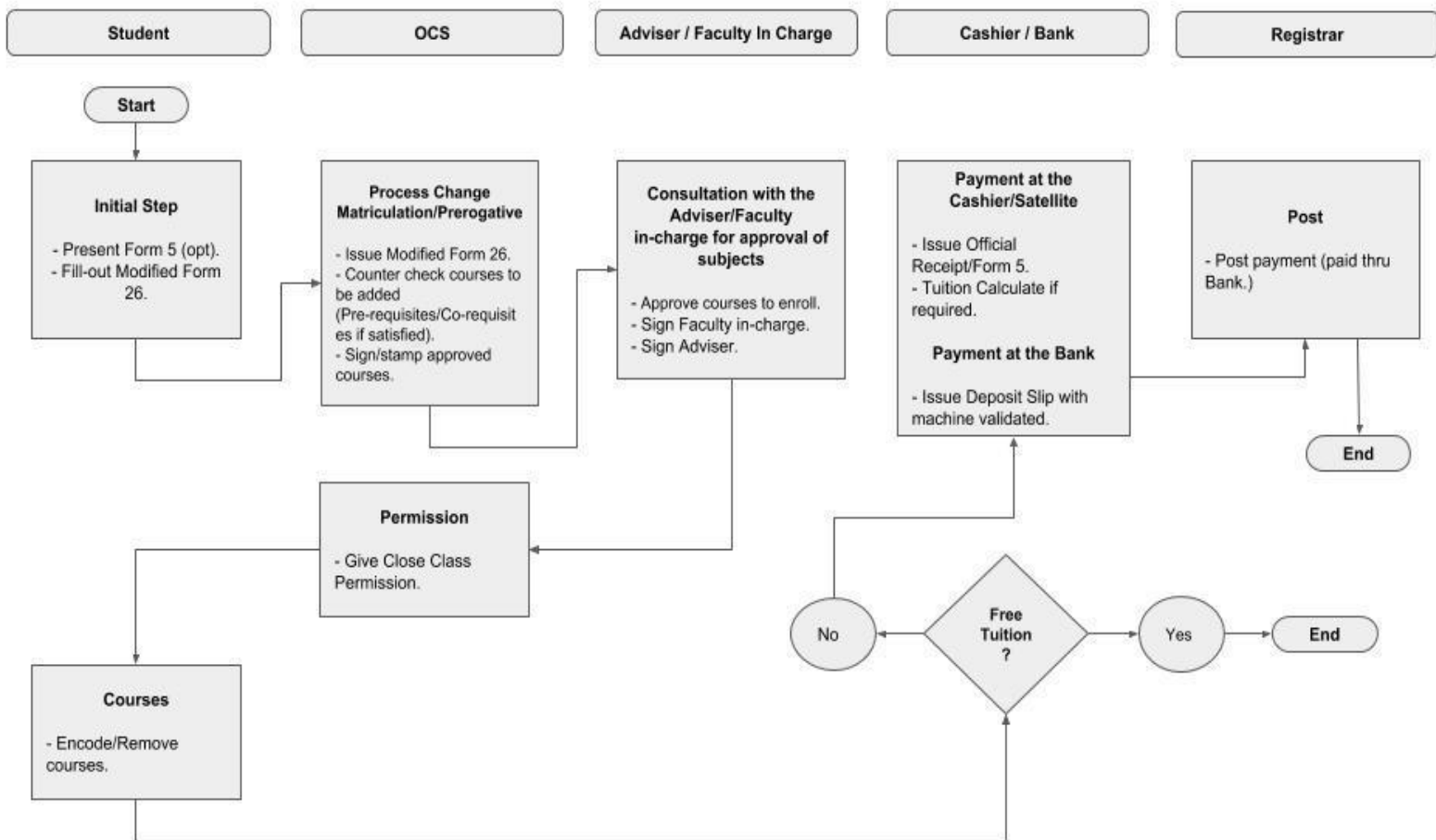
Claim/request for your copy of the Form 5 from Window 10 or 11, OUR during business hours.

4. Students with Tuition Fee Exemption (TFE), reduced fee or Local Government Unit (LGU) scholarships, should email [records\\_our.uplb@up.edu.ph](mailto: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](mailto:records_our.uplb@up.edu.ph).
  - a. For scholarships administered by the Office of Student Affairs (OSA ), please contact the unit in charge.
  - b. For scholarships administered by the Graduate School (GS), please contact the unit in charge.
5. Students who will avail of the Student Loan should proceed to the Student Loan Board (SLB) at the Office of the Vice Chancellor of Student Affairs (OVCSA), 2<sup>nd</sup> Floor, Student Union Building email [osafad.uplb@up.edu.ph](mailto:osafad.uplb@up.edu.ph) or call: **(049)536-3209** for your concern.
6. Have your student ID validated at the UPLB University/College Library upon presentation of your Form 5.

## MODIFIED FORM 26 PROCESS FLOW- ONLINE

During the change of matriculation period from July 6 to July 9, 2020, the student who would like to cancel/add courses which still have available slots no longer need to accomplish the Modified Form 26. Access SAIS directly for enrollment in available slots.

The students who need to add courses with no available slots can enroll/enlist through Teacher's Prerogative. These students should use the Modified Form 26 to be issued by the Office of the College Secretary (OCS).



PROCEDURE ON ACCOMPLISHMENT OF THE MODIFIED FORM 26:

1. Starting on July 6, 2020 (Monday), email your respective Office of the College Secretary (OCS) for the electronic copy of the Modified Form 26 (Change of Matriculation form). Download and accomplish the form.
2. Submit the form online to the OCS for counterchecking of courses to be added (if prerequisites/co-requisites are satisfied). The OCS staff will attach e-signature for approved courses.
3. The OCS will forward the form to the instructor(s) concerned for approval of courses to enroll for the semester.
4. The instructor will put in the e-signature for the course to be enrolled and return the accomplished Modified Form 26 to the OCS to be given class permission. The OCS will send the processed form online back to the student.
5. The student will access respective SAIS account and make the necessary changes to encode additional courses and/or remove cancelled courses, if any.
6. Settle matriculation fees using payment option preferred:
  - a) If payment is made through bank deposit, secure a machine-validated copy of the deposit slip and proceed to Window 10 or 11 of the OUR for posting of payment.  
Or send a scanned copy of your deposit slip to [records\\_our.uplb@up.edu.ph](mailto:records_our.uplb@up.edu.ph) for posting. Claim the Form 5 as proof of enrollment from Window 10 or 11, OUR during business hours.
  - b) If payment is made by e-payment, print out copy of the debit confirmation slip and present to Window 10 or 11 of the OUR to secure copy of the Form 5.  
Or send a scanned copy of your debit confirmation slip to [records\\_our.uplb@up.edu.ph](mailto:records_our.uplb@up.edu.ph) for posting. Claim the Form 5 as proof of enrollment from Window 10 or 11, OUR during business hours.

Please refer to list below for the contact nos. and email address of the Office of the College Secretary of each college:

CAFS –	<a href="mailto:cafs_ocs.uplb@up.edu.ph">cafs_ocs.uplb@up.edu.ph</a>	536-2329
CAS and CACAS –	<a href="mailto:cas_ocs.uplb@up.edu.ph">cas_ocs.uplb@up.edu.ph</a>	536-2435
CDC	<a href="mailto:secretary@devcom.edu.ph">secretary@devcom.edu.ph</a>	536-2429
CEM –	<a href="mailto:cem_ocs.uplb@up.edu.ph">cem_ocs.uplb@up.edu.ph</a>	536-2716
	<a href="mailto:socem@up.edu.ph">socem@up.edu.ph</a>	
CEAT –	<a href="mailto:ceat_ocs.uplb@up.edu.ph">ceat_ocs.uplb@up.edu.ph</a>	536-7450
CFNR –	<a href="mailto:cfnr_ocs.uplb@up.edu.ph">cfnr_ocs.uplb@up.edu.ph</a>	536-3524

CHE – [che\\_ocs.uplb@up.edu.ph](mailto:che_ocs.uplb@up.edu.ph) 530-9201  
CVM – [vetmedocs.uplb@up.edu.ph](mailto:vetmedocs.uplb@up.edu.ph) 543-0672  
GS – [gs.uplb@up.edu.ph](mailto:gs.uplb@up.edu.ph) 536-3414  
SAIS concern - [sais.uplosbanos@up.edu.ph](mailto:sais.uplosbanos@up.edu.ph)