

**SCHEDULE OF REGISTRATION
FIRST SEMESTER, 2020-2021**

Student Appointments:

Sept. 7, 2020 (Monday) 8am-9pm	Graduating students as of First Semester, 2020-2021 Graduate Students Batch 2017 and earlier
Sept. 8, 2020 (Tuesday) 8am-9pm	Batch 2018 Graduate Students
Sept. 9, 2020 (Wednesday) 8am-9pm	Batch 2019 Graduate Students

For students who need Consent of Instructor (COI) and waiver of prerequisites for courses to be enrolled for First Semester, 2020-2021, please request online (thru email) from your respective Office of the College Secretary (OCS) for the form and instructions on how to process.

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 *October 12, 2020 (Monday) until October 23, 2020 (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 classlist/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](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 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 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.

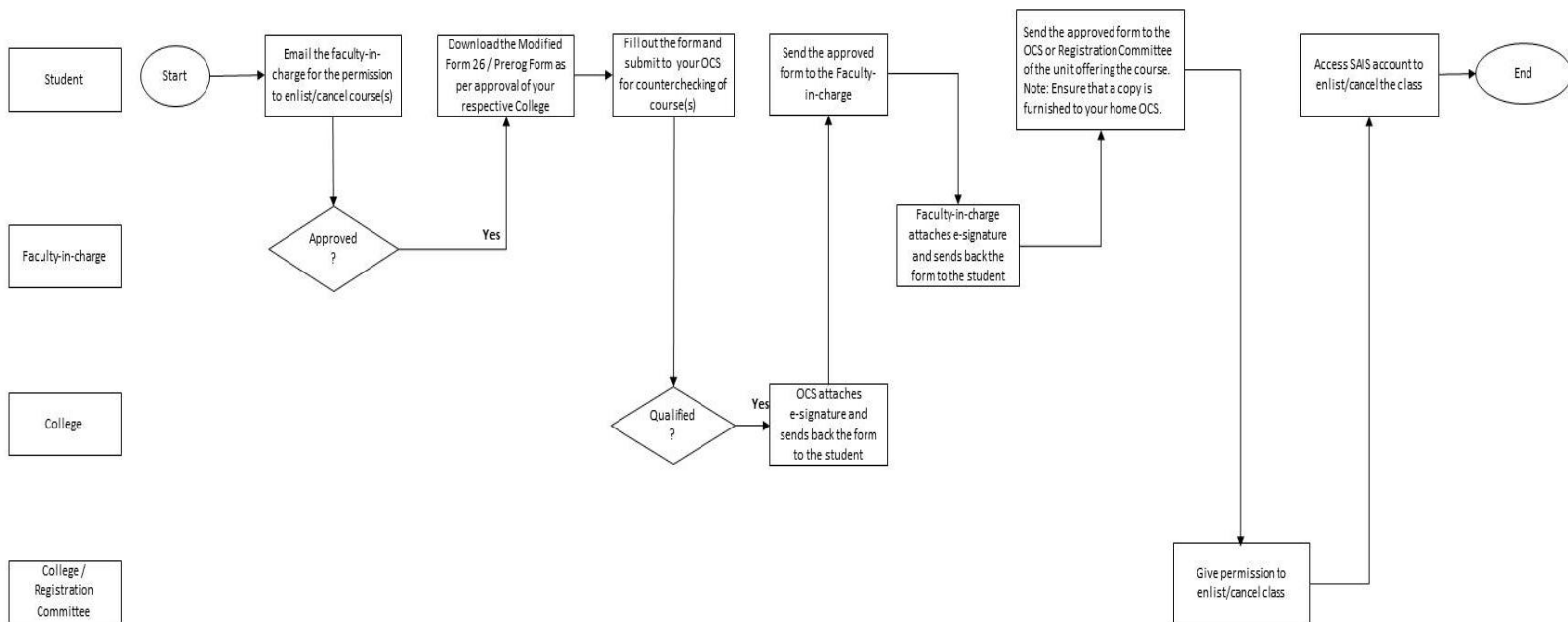
Claim/request for your copy of the Form 5 from Window 10 or 11, OUR during business hours.

4. Students with Tuition Fee Exemption (TFE), reduced fee or Local Government Unit (LGU) scholarships, should email records_our.uplb@up.edu.ph for the form. Download and accomplish the form and email scanned copy to 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 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).
6. 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.

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

During the change of matriculation period from September 10 to September 17, 2020, 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).



PROCEDURE ON ACCOMPLISHMENT OF THE MODIFIED FORM 26/PREROG FORM

1. Starting on September 10, 2020 (Thursday), a student who wants to prerog/cancel a course should email the faculty-in-charge for permission to enlist/cancel. If the faculty-in-charge approves the request, the student may download the Modified Form 26/Prerog Form through the OCS.
2. Submit the form online to the OCS for counterchecking of course(s) to be added/cancelled. The OCS staff will attach e-signature for the approved course(s).
3. The OCS will send back the form to the student for the approval of the faculty-in-charge of course(s) to enroll/cancel for the semester.
4. The faculty-in-charge will sign the form and email back the form to the student.
5. The student will send the form to the OCS or Registration Committee of the unit offering the course for permission to enlist/cancel in the class, ensuring also that a copy is furnished to his/her home OCS.

Please refer to the list below for the contact information:

CAFS –	cafs_ocs.uplb@up.edu.ph	536-2329
CEM –	cem_ocs.uplb@up.edu.ph	536-2716
CDC –	secretary@devcom.edu.ph	536-2429
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
CAS –	cas_ocs.uplb@up.edu.ph	536-2435
CEAT –	ceat_ocs.uplb@up.edu.ph	536-7450

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. Añoso	paanosos@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

6. Once acknowledgment is received from the OCS/Registration Committee, the student may add/cancel courses in their respective SAIS account as per approved Modified Form 26/Prerog Form.
8. Settle the matriculation fees using the payment option preferred below:
 - 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 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 for posting. Claim the Form 5 as proof of enrollment from Window 10 or 11, OUR during business hours.